



## Oklahoma Department of Agriculture, Food and Forestry

### Executive Office Internship

**Overview:** This ten-week internship is responsible for increasing awareness of the services offered through our agency, assisting plan and execute events, create summaries of policies being created through the Oklahoma legislature, and completing goals set forth by the Executive Office (E.O). Interns are responsible for arranging their own housing.

#### Duties Responsibilities

- Create social media content for events, policies, services or other relevant materials
- Attend meetings, trainings or other events with members of the E.O.
- Draft summaries or fact sheets for legislation
- Monitor all forms of media
- Write press releases and other materials
- Take phone calls
- Assist with designing graphics
- Assist in event planning and project creation
- Create interview preparation materials
- Compile contact lists
- Search for press clippings
- Create or update databases

#### Skills and Specifications

- Agriculture, Public Relations, Communications, Marketing, Business, Political Science or other applicable majors preferred
- Interest in the agriculture industry
- Strong verbal and written communication skills
- Solid understanding of social media
- Proficient with Microsoft Excel and other Microsoft Office applications
- Graphic design and video editing experience preferred but not required

#### Benefits

- Practical public relations experience working directly with industry leaders
- Shadowing, mentoring, and training opportunities with skilled public relations professionals
- Opportunity to participate in networking events and company meetings
- In person internship with the flexibility for work from home options when needed
- Paid internship

Oklahoma Department of Agriculture, Food and Forestry  
Executive Office Internship Application



**Personal Information**

Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

**Education**

Name of College: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Year in College Year: \_\_\_\_\_ Highschool Graduation Date: \_\_\_\_\_  
Major(s): \_\_\_\_\_

**References**

1. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please submit the following with your application:**

1. Cover Letter
2. Resume
3. College Transcript
4. Essay – not to exceed 500 words total for both questions
  - a. What are your expectations for this internship?
  - b. Why do you think you should be chosen for this internship and what current skills that you have would you apply to it?

**HOW TO SUBMIT: Via email to [tandy.kidd@ag.ok.gov](mailto:tandy.kidd@ag.ok.gov)**

**Or Mail to:**

Oklahoma Dept. of Agriculture, Food and Forestry

ATTN: Tandy Kidd

2800 N. Lincoln Blvd.

Oklahoma City, OK 73105

**APPLICATIONS DUE BY 5:00 p.m. ON MARCH 5, 2021**