



## **Oklahoma Department of Agriculture, Food and Forestry**

### *Executive Office Intern Job Description*

Overview: This position is responsible for promoting the Oklahoma Department of Agriculture, Food and Forestry through written and digital communications, assisting with planning and executing events, conducting projects related to government relations and legislative changes impacting the agency, and completing goals set forth by the Executive Office.

#### **Duties Responsibilities**

- Attend meetings, trainings or other events with members of the Executive Office
- Draft summaries or fact sheets relating to legislative proposals
- Take phone calls
- Assist in event planning and project creation
- Create or update databases
- Assist with communications efforts, which may include:
  - Write press releases and other materials
  - Design handouts and graphics
  - Monitor social media and create content
  - Take and edit photos and videos
- Other duties as assigned

#### **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
- Proficient with Microsoft Word, Microsoft Excel and other Microsoft Office applications
- Communications experience (design, audio/visual and written) 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 occasional remote work opportunities
- Paid internship



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

**Personal Information**

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

**Education**

Name of College: \_\_\_\_\_ State: \_\_\_\_\_  
School Address: \_\_\_\_\_ County: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Year in College: \_\_\_\_\_ High School Graduation Date: \_\_\_\_\_  
Major(s) and Minor(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?

**Submit via email to [audrey.ochsner@ag.ok.gov](mailto:audrey.ochsner@ag.ok.gov) or by mail to**  
Oklahoma Department of Agriculture, Food and Forestry  
ATTN: Audrey Ochsner  
2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105

**APPLICATIONS DUE BY 5:00 P.M. ON FEBRUARY 17, 2023**