



Oklahoma Department of Agriculture, Food and Forestry

Oklahoma Ag in the Classroom Intern Job Description

Overview: This position is responsible for working directly with the Oklahoma Ag in the Classroom program at the Oklahoma Department of Agriculture, Food, and Forestry through written and digital communications; assisting with planning and executing teacher and student events; organizing and sending resources to educators; and completing goals set forth by the program.

Duties & Responsibilities

- Attend meetings, trainings, or other events with AITC coordinators
- Create social media posts/reels to promote AITC
- Assist in event planning and execution
- Assist in Professional learning planning and execution
- Organize and send out AITC resources
- Other duties as assigned

Skills & Specifications

- Agriculture or Education majors preferred
- Interest in the agricultural industry
- Interest in education
- Strong verbal and written communication skills
- Proficient with Google Drive (Google docs, forms, sheets)
- Communications experience (social media) preferred

Benefits

- Practical agriculture and education experience working directly with teachers and industry leaders
- Shadowing, mentoring, and training opportunities available in Market Development division
- Opportunity to network with various audiences in the education and agricultural sector
- In person internship with occasional remote work opportunities
- Paid Internship



Oklahoma Department of Agriculture, Food and Forestry
Oklahoma Ag in the Classroom Intern Job Description

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 Emily.Ague@ag.ok.gov or by mail to

Oklahoma Department of Agriculture, Food and Forestry

ATTN: Emily Ague
2800 N. Lincoln Blvd.
Oklahoma City, OK 73105

APPLICATIONS DUE BY 5:00 P.M. ON MARCH 15, 2025