



Washington Parish Healthy Living Intern

Internship Description:

The Intern will report administratively to the Parish Chair and programmatically to both the Parish Chair and the FCS Regional Coordinator. All responsibilities will be performed in a manner that is non-discriminatory on the basis of race, color, national origin, sex, religion, age or handicap. General Responsibilities:

- Provide overall programmatic assistance for nutrition, healthy communities and youth development programming in the assigned area. Collaborate with co-workers to insure teamwork.
- Assist agents in maintaining a functioning advisory committee, developing a Plan of Work, collaborating with other agencies and organizations, maintain a volunteer database, utilizing effective teaching methods for intended audience, techniques, utilizing the internet, and developing credibility along with an effective marketing program.
- Assist in the organization and execution of coalition meetings, action planning, reporting, youth development, social media and workgroup progress.
- Work collaboratively with agents in working with local, state, and federal governing bodies in the conduct of community outreach.
- Assist and facilitate efforts of agents to plan, implement, evaluate, and market high quality research-based educational programs in Nutrition and Health. Strive to have planned outcomes and show impact from the nutrition, healthy communities and youth development programming.
- Effectively communicate the impact of programs to stakeholders, legislators and administrators.
- Maintain a professional image including dress, conduct, productivity, and effectiveness in performing job responsibilities.
- Assist parish chairs and/or regional coordinator with execution of nutrition, healthy community and youth development programs.
- Be an advocate for programs with administrators, stakeholders, and legislators.
- Increase awareness of nutrition, healthy community and youth development



education programs by providing visibility for programs thru collaborative meetings and media (radio, TV, newspaper, internet).

- Attend professional development opportunities and continue professional development and remain current with program area research and its application to programming.
- Keep informed on laws, regulations, policies, and procedures affecting the conduct of programs.
- Perform other duties as assigned by Parish Chair, Regional Coordinator and Regional Director

Additional Requirements: Candidates must have reliable transportation; ability to work some weekends; ability to work at night

Positions available: 1

This will primarily be an in-person internship and online workdays may be assigned as needed however the primary location will be the LSU AgCenter office located in Franklinton, Louisiana. The candidate will work in Washington Parish and will have opportunities to attend events in the Southeast Region when applicable.

Supervisor:

Beth Putnam, WA Parish Chair bputnam@agcenter.lsu.edu

Valerie Vincent, FCS Regional Coordinator vvincent@agcenter.lsu.edu

Anticipated Tasks:

Nutrition, Healthy Communities and Youth Development:

- a. Assess needs and assist with developing action plans.
- b. Work with stakeholders and coalitions to implement action plans.
- c. Monitor and collect information needed for reports.
- d. Create appropriate social media content.
- e. Assist staff in implementing effective education programs.
- f. Work with related agencies and organizations as needed to establish appropriate programs; help identify or strengthen new collaborations and audiences.
- g. Monitor programs for effectiveness in reaching target audiences and adherence to federal, state and guidelines.
- h. Participate in training meetings, conferences, and online calls to stay abreast of program content and administrative guidelines.



- i. Collaborate with agents conducting monthly training and quarterly content trainings.
- j. Assist faculty with the overall programming needs to insure an effective, efficient and visible education program.

Expected Outcomes:

The Intern will be expected to complete certain tasks independently with limited guidance.

Evaluation measures unique to placement (beyond grant evaluation activity, if any):

- Interns will meet every 2 weeks with for a brief evaluation of the internship experience. During the evaluation, interns will discuss what they have accomplished, identify where they need assistance, share future plans, and reflect upon the overall experience.
- Completion of any programming assignments and social media posts.
- Interns will be evaluated based on pre-determined criteria.