

2015 Department of Agriculture (ISDA) Intern – SUMMER

Job Description

12/12/14

I. Duties:

Incumbent serves as project management and support the staff of ISDA. Incumbent will work on projects with the Indiana Grain Buyers & Warehouse Licensing Agency, ISDA Economic Development Team, ISDA Communications Team and ISDA Policy Team.

Some specific projects may include:

- Development of ISDA coverage and outreach at Indiana State Fair.
- Program development and implementation for AGRO Conference.
- Development of industry/contact database

II. Knowledge Required by Position:

- In progress of a Bachelor of Science Degree from an accredited university or college in an agriculture related field.
- Agricultural knowledge
- Ability to maintain a valid driver's license
- Knowledge of the Microsoft Office suite
- Works well with others on a team
- Works independently when necessary to complete job assignments

III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with the general public while completing job assignments.

V. Physical Effort and Work Environment:

Incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:

Incumbent is responsible to the Deputy Director of ISDA. Incumbent does not supervise others.

**2015 Department of Agriculture (ISDA) – Department of Soil Conservation Intern – SUMMER and/or FALL
Job Description**

I. Duties:

Incumbent serves as a support technician to ISDA Division of Soil Conservation (ISDA-DSC) staff based in the Indianapolis state office and field office locations throughout the state by providing soil and water resource-related technical assistance to sustain the ISDA – DSC mission of helping landowners improve soil health and water quality. The assistance consists of leading various small projects which involve the application, trend analysis, data collection, and modeling environmental outcomes of measures that protect and enhance the quality of soil and water and other natural resources. In addition to collaborating with ISDA staff, the incumbent may work cooperatively with conservation partners to complete job assignments.

Some specific projects may include:

- Load reduction modeling of various agricultural Best Management Practices (BMP's) to estimate water quality benefits by practice in terms of sediment, nitrogen, and phosphorus volumes kept out of waters of the State (Excel and data management skills, utilizes an EPA developed, Excel based model)
- Compilation of GIS field boundary shapefiles to enroll fields within the Indiana On Farm Network – Adaptive Nitrogen Management Project (Introductory knowledge of GIS, specific skills can be taught)
- Aligning Hoosier Homestead recipients with geo referenced data so mapping and collaboration with the IN Geographic Officer can occur (Excel, database management)
- Brochure design for each watershed within the Conservation Reserve Enhancement Program (media design skill set)
- Conducting Corn Stalk Nitrate Testing for various fields enrolled within the Indiana On Farm Network (field work)
- Working with EPA to pilot a project to model water *quantity* impacts of agricultural BMP's

II. Knowledge Required by Position:

- In progress of a Bachelor of Science Degree from an accredited university or college in physical or earth sciences, natural resources, biology, or agriculture
- Knowledge of soil and water conservation theories, principles, techniques, and practices, with knowledge in the design, application, installation, and maintenance of those practices
- Agricultural knowledge
- Ability to maintain a valid driver's license
- Knowledge of the Microsoft Office suite, namely Excel
- Geographic Information Systems, namely ESRI/ArcMap software highly sought after
- Works well with others on a team
- Works independently when necessary to complete job assignments

III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:

Incumbent is in frequent contact with ISDA employees, employees of other agencies, and occasionally interacts with land users and the general public while completing job assignments.

V. Physical Effort and Work Environment:

Incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Incumbent may occasionally work outdoors under all types of weather and terrain conditions while carrying measuring equipment. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:

Incumbent is responsible to the Director of the Division of Soil Conservation. Incumbent does not supervise others.

Job Title: Communications Intern
Reports To: Public Relations Director
Location: Executive Office—State House
Incumbent: New position

Summary:

The Lt. Governor’s office recently transitioned the communication efforts into a centralized team to oversee the day-to-day communication activities for the Lt. Governor’s office and Family of Business agencies which includes the State Department of Agriculture, Office of Community and Rural Affairs, Office of Tourism Development, Office of Defense Development, Office of Small Business and Entrepreneurship and the Indiana Housing and Community Development Authority.

The Communications Intern would be integrated into the Communications/Public Relations Team to assist with a variety of projects, initiatives and events.

Duties & Responsibilities:

- Assist in the creation and distribution of marketing and communications tasks including, but not limited to:
 - brochures
 - e-mail blasts
 - newsletters
 - social media
 - press releases
- Assist staff in preparing presentations, speeches, talking points and other materials.
- Assist with database organization and implementation.
- Collaborate with Family of Business agencies for special events including, but not limited to the Indiana State Fair, Entrepreneurship Week, conferences, trade shows, etc.
- Other tasks as needed.

Job Requirements:

- Ability to plan and organize, self-motivate and prioritize tasks with little input from supervisor.
- Ability to work as part of a team.
- Completing degree in communications, public relations, marketing, graphic design, media, advertising, or related field preferred.
- Experience with social media planning and implementation preferred.
- Knowledge of state government or political offices helpful, but not required.
- Photography and photo editing skills, a plus.
- Well versed in basic office software and familiarity with design software, particularly InDesign, Photoshop, etc preferred.
- Please submit work samples or your portfolio with resume.

The majority of the job duties will take place in an office setting, but there would be opportunities for traveling to events throughout Indiana.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Office of Community and Rural Affairs		BU:
Division:	Section/District:	
Job Title: Intern-Special Projects		Job Code: N/A
Working Title (if different from above):		
Reports To: Director of Project Development		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Position will work with OCRA staff, multiple state agencies, local units of government, economic development organizations, and other appropriate entities to research and develop community and economic development tools. Position may also work on other OCRA projects as assigned.

Essential Duties/Responsibilities:

Research via Internet, phone and in-person interviews within and outside of Indiana state government, produce documentaton and analysis, assist with the development and execution of material for local leadership and state resources to share. Position will seek to understand stakeholder needs and work with technology partners to generateand execute solutions. Position may also work on other OCRA projects as assigned. Areas of research may include state and local Main Street efforts, rural development, local economic and community development efforts.

Job Requirements:

Ability to proactively generate, research, and execute ideas. Ability to work independently. Ability to work closely with professional inside and outside personnel. Strong interest in community development, economic development, rural/small town issues. Strong interest in public service and community economic development

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

High level of self-motivation, coordination of information and work product from many sources and driving execution

Responsibility:

Position will be engaged in driving results from multiple partners

Personal Work Relationships:

Will be generating solutions for internal and external staff and driving the execution of selected solutions. High level of professional work ethic required

Physical Effort:

Computer work, copying, moving files

Working Conditions:

General office

2015 Office of Small Business Enterprise (OSBE) Intern – SUMMER Job Description

1/14/15

I. Duties:

Incumbent serves project management and support functions for the staff of OSBE. Incumbent will work on projects with the Indiana Small Business Development Center network, the Procurement Technical Assistance Center network, and OSBE staff.

Some specific projects may include:

- Support planning and logistics relating to annual Companies to Watch Awards Ceremony
- Support planning and logistics relating to Entrepreneurship Week Celebration
- Special projects and research for Procurement Technical Assistance Center network
- Support OSBE staff on special projects for Indiana Small Business Development Center network
- Market research, using tools already procured by OSBE
- Assistance in preparation of monthly reports
- Support in implementation and tracking of social media strategy
- Miscellaneous office/administrative tasks

II. Knowledge Required by Position:

- In progress of a Bachelor of Science Degree from an accredited university or college in a business related field. Must have complete one full year.
- Ability to maintain a valid driver's license
- Knowledge of the Microsoft Office suite
- Works well with others on a team
- Works independently when necessary to complete job assignments

III. Difficulty of Work:

Incumbent is responsible for achieving work assignments, scheduling and setting work priorities, interpreting and applying agency policy and guidelines, and performing all duties in an accurate, ethical, and courteous manner. Incumbent may work for extended periods without direct supervision.

IV. Personal Work Relationships:

Incumbent is in frequent contact with OSBE, ISBDC, and PTAC employees, employees of other agencies, and occasionally interacts with the general public while completing job assignments.

V. Physical Effort and Work Environment:

Incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Some travel throughout the state may be required to fulfill job assignments.

VI. Span of Control:

Incumbent is responsible to the Associate Director of OSBE. Incumbent does not supervise others.



2015 Governor's Internship Program

Marketing and Communications Intern Work Plan

Summer: Mid-May to Early-August

Job Description

The Marketing and Communications Intern assist the Office of Tourism staff to encourage travel and increase awareness of IOTD as a travel resource. This position will assist with the following communication tactics:

Travel Idea Creation

Assist with story creation for electronic and print media outlets (website, blog, email and print). Research, image collection, write, edit and publish stories. Develop a blog series directed toward millennials with focus on adventure, budget, culture and lesser-known experiences.

Tourism Literacy Project

Assist in the development of marketing materials, including teacher toolkits. Development includes research, data collection and kit creation.

Public Relations Communications

Assist with the development and execution of earned media pitch strategy and support materials, such as, media kits.

Industry Communications

Assist with the industry monthly newsletter development and execution. Attend industry meetings and network opportunities.

Bi-Centennial Project

Assist with the development of plans for the Bi-centennial torch relay. Project includes communication with key counties, data collection and community marketing/PR plan creation.

Other Potential Assignments

- Assist with workshop and tradeshow planning and execution, including State Fair booth presence.
- Assist with maintaining the master editorial calendar and development of new themes and ideas.
- Assist with maintenance of industry research dashboard and analytics.

Job Requirements

- Major in Journalism, Communications, Marketing or Hospitality Management required; Minimum GPA 3.0
- Strong communications skills, both written and verbal
- Strong management and customer service skills
- Professionalism, diplomacy and tact
- Strong organizational skills with the ability to manage and prioritize multiple projects and deadlines
- Personal attributes: organized, detail-oriented, outgoing, energetic, articulate, patient, courteous and friendly
- Proficiency in Microsoft Word, Microsoft Access, Microsoft PowerPoint and Microsoft Excel and ability to learn new software programs as necessary to job functions
- Knowledge of Indiana's tourism attractions a plus
- Ability to travel