



Arkansas Game and Fish Commission Employment Job Posting

AGFC Summer Intern - AGFC Education Program Specialist - **AGFC Education Program Specialist**

POSITION NO: 22095786

POSTING INFORMATION:

Advertisement Opens: Feb. 3, 2025

Advertisement Closes: March 15, 2025

Full Time: No

Salary: \$13.00 - \$13.00 Hourly

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

To be eligible for an AGFC Internship, applicants must meet the following prerequisites:

- Must have 60 hours of college credits earned by the time the Internship begins.
- At the time of application, must be a college student, graduated within the previous 12 months, or currently enrolled in a post-graduate program.
- Must have a 2.5 cumulative grade point average on a 4.0 scale.

The selected intern will coordinate directly with his/her college or university to obtain course credit for their work. AGFC interns are paid \$13.00 per hour and work approximately 40 hours per week (no more than 400 hours for 10 weeks).

Intern positions will be available through June, July, and August. Flexible work schedules can be established with your division supervisor.

REQUIRED DOCUMENTATION:

Please upload and attach to this application:

1. A current resume.
2. A one-page cover letter to include goals, interests, and how an AGFC internship will help accomplish those goals.
3. A copy of your unofficial or official college transcript(s). Official transcripts will be required before employment start date.

IF THESE DOCUMENTS ARE NOT ATTACHED, YOUR APPLICATION WILL BE DETERMINED INCOMPLETE UNTIL THEY ARE RECEIVED.

If you are unable to attach your documentation, you may email it to **Lauren Cannon at:**

lauren.cannon@agfc.ar.gov. Please be sure and provide the following in the email subject line: position name and position number.

All documents must be received by March 15, 2024

Preferred Education and/or Experience:

- Strong customer service skills
- Organizational skills
- Strong listening and speaking skills
- Ability to understand tasks and complete them on time

Knowledge, Abilities, and Skills:

Knowledge of training course development, needs assessment, and course planning.

Knowledge of instructional techniques.

Knowledge of the principles and practices of journalism.

Knowledge of educational principles and learning concepts.

Ability to develop and present training programs.

Ability to write educational articles for publication.

Ability to compile information and write reports.

Preferred Knowledge, Abilities, and Skills:

- Ability to gather feedback and data and put them into an organized structure
- Leadership through team or work experiences
- Proficient in Google Suite
- Willing to travel around the state with a mentor to events, meetings, and field experiences
- Strong communication skills in speaking and writing

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Education

Job Summary:

The AGFC Internship program is designed to help students gain education and practical experience related to the conservation work AGFC performs and to meet hands-on training requirements necessary for students to earn their degree. This training is critical to students pursuing a conservation career and is often the deciding factor in gaining employment after college

Typical Functions:

Develops and conducts education and training programs designed to train volunteers for various educational programs and participates in the presentation of special interest seminars.

Communicates information to the public through programs, media, and other communication outlets concerning educational programs and regulation requirements.

Provides technical assistance with the design and development of education training aids and materials.

Designs, develops, and maintains exhibits and information booths at special events and activities such as school career day activities and fairs.

Performs special research projects and provides technical information and assistance to various colleges, high schools, and the general public.

Visits community leaders and school administrators to evaluate the implementation and effectiveness of the various programs.

Develops and oversees annual budgets for programs within the assigned region.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Support the AGFC Education Division leadership team in organizing programming, events, and outreach to the public
- Work directly with the Chief of Education in the development of a large-scale event and provide feedback and input
- Learn from division leadership through field and leadership experiences at nature centers, events, meetings, and daily duties in Little Rock and around the state
- Engage with division and agency staff through leadership meetings and events to cultivate an understanding of AGFC and its mission, focus, and connectivity to Arkansas

Certificates, Licenses, or Registrations:

Must possess a valid driver's license

Special Job Dimensions:

AGFC interns are paid \$13.00 per hour and work approximately 40 hours per week (no more than 400 hours for 10 weeks).

Intern positions will be available through June, July, and August. Flexible work schedules can be established with your division supervisor.

REQUIRED DOCUMENTATION:

Please upload and attach to this application:

1. A current resume.
2. A one-page cover letter to include goals, interests, and how an AGFC internship will help accomplish those goals.
3. A copy of your unofficial or official college transcript(s). Official transcripts will be required before employment start date.

IF THESE DOCUMENTS ARE NOT ATTACHED, YOUR APPLICATION WILL BE DETERMINED INCOMPLETE UNTIL THEY ARE RECEIVED.

If you are unable to attach your documentation, you may email it to **Lauren Cannon at:**

lauren.cannon@agfc.ar.gov. Please be sure and provide the following in the email subject line: position name and position number.

All documents must be received by March 15, 2024

Other Specific Information:

.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.