

**Family Living Summer Intern**

**Racine County UW-Extension**

**COUNTY/LOCATION:** Racine County (based out of Burlington, WI)

**TYPE OF POSITION:** Student Appointment



**EMPLOYMENT PERIOD:** End of May -August, dates negotiable

**SUMMARY OF POSITION:**

This summer position will work closely with the Family Living team to plan, implement and evaluate programs focused on families - community systems such as children of incarcerated parents, kindergarten readiness and parenting education, child support/family court, and community resources.

The intern will gain new or expanded knowledge of Racine County UW-Extension programs and how the local Extension office fulfills its mission to bring University resources to the local community. The intern will also learn how UW-Extension conducts outreach to underserved and hard to reach audiences, partners with local family-serving community organizations, and contributes to community initiatives through coalition work. The internship provides valuable pre-professional experience for educational and community-based careers.

**ADMINISTRATION RELATIONSHIPS:**

The Family Living Summer Intern is supervised by the Racine County Family Living Educators.

**RESPONSIBILITIES:**

The intern works closely with the family living team to:

* Update the Racine County Family Resource Directory and Quick List, and distribution lists, and explore possible online workshops to orient professionals and volunteers working with families in Racine County.
* Assist with Family Living Projects such as Positive Solutions, Books and Blocks, Dialogic reading, and child support and family court resources, etc.
* Assist with marketing and outreach of Racine County UW-Extension programs at community events and organizations in Racine County.
* Plan and assist educational programs as part of the Young Children of Incarcerated Parents Project.
* Assist with Juntos Program focused on helping Latino families understand higher education opportunities.
* Other duties as assigned in an effort to gain a stronger understanding of overall Cooperative Extension programming

**REQUIRED QUALIFICATIONS:**

* Ability to work collaboratively as a member of a team to plan, implement, and evaluate community-based, non-formal educational programs that reach, and are accessible to, diverse audiences.
* Ability to effectively teach and communicate ideas verbally, in writing, and through educational technology with adults and youth.
* Strong organizational and communication skills.
* Demonstrated ability to value individual and cultural differences.
* Ability to adapt to changing priorities and workplace priorities, along with being self-motivated and self-directed.
* Computer skills including word processing, spreadsheets, etc.
* Provide own transportation to and from community-based work sites.
* Approved criminal background check.
* College student enrolled in an accredited post-secondary institution for the summer or fall 2019, and have at least a sophomore standing. Post-secondary institutions may include technical schools, two-year colleges, four-year colleges, or graduate or professional schools. Interns must reside and/or attend school in the state of Wisconsin. Enrolled college student having completed coursework with at least a sophomore standing (fall), and returning for coursework in the fall.

**PREFERRED QUALIFICATIONS**

* Background in education, family studies, human development, criminal justice, psychology, sociology, or marketing.
* Work or volunteer experiences with socially, economically and/or ethnically diverse populations.
* Experience with creating promotional videos and marketing materials (i.e. audio, video, Publisher, etc.)
* Proficiency in Spanish.

**SALARY:** $12/hour, not to exceed 300 hours total

**APPLICATION PROCEDURE AND DEADLINE:**

Send a cover letter, resume, and names, address, and telephone number of three current references by **March 11,** **2019** to:

**Family Living Summer Intern Program**

Racine County UW-Extension

1072 Milwaukee Ave., Burlington, WI 53105

https://racine.extension.wisc.edu/, or 262-767-2949 (fax)

Questions: 262-767-2929

**INTERVIEW DATE:** early April 2019

For more information about Racine County UW-Extension, visit our website at: <https://racine.extension.wisc.edu/>

**EQUAL OPPORTUNITY:**

The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parental status, arrest or conviction record, or veteran status.