



Ag-Venture Internship

The Wood Soil and Water Conservation District is excited to offer an internship focused around the execution of our self-guided driving tour Ag-Venture. The selected intern will have the opportunity to gain experience in the field of agricultural communications and special event planning. Responsibilities include, but are not limited to:

- Recruit and coordinate volunteers to assist in carrying out Ag-Venture event
- Assist with fundraising by editing/updating specific sponsor list, draft/update and send sponsor letters, and track response
- Manage sponsors recognition levels and communications leading up to event.
- Help to develop graphic templates for use on print/digital advertising using existing logo

- Assist in designing, ordering and delivering various print materials and host signage

- Attend meetings with Ag-Venture committee to provide updates and get next action steps

- Coordinate t-shirt design and printing with Ag-Venture committee. Collect sizing from volunteers and create distribution plan
- Troubleshoot day of issues and timelines
- Collect data following event with day of metrics, social media reach, and more to share with steering committee/ Wood SWCD Board of Directors
- Assist in any available award applications on behalf of Wood SWCD for Ag-Venture

- Promote Ag-Venture at local events as needed
- Support the Wood Soil & Water Conservation District in its mission

Requirements: Applicants must be detailed oriented and self-motivated. Experience in event planning and knowledge of Wood County preferred.

Hours: The Ag-Venture intern will not report regularly to an office, but will check in weekly with the Ag-Venture Chair as to progress on deliverables, next steps, and as needed for any approvals. Chair and Intern will determine when office time is needed and space will be provided. Role will likely be 5-10 hours per week with bulk of commitment being with final execution leading up the event (September

12, 2026). Approximately 15 weeks and total hours not to exceed 150. This position is unclassified, seasonal employment. Pay rate is \$18 an hour.

How to Apply: Interested parties should forward a message of interest along with a current resume and three references to Julie Lause at julielausa@woodswcd.com or 419-354-5517#4 by June 5th.