



Oklahoma Department of Agriculture, Food and Forestry

Executive Office Intern Job Description

Overview: This position is responsible for promoting the Oklahoma Department of Agriculture, Food and Forestry through written and digital communications, assisting with planning and executing events, conducting projects related to government relations and legislative changes impacting the agency, and completing goals set forth by the Executive Office.

Duties Responsibilities

- Attend meetings, trainings or other events with members of the Executive Office
- Draft summaries or fact sheets relating to legislative proposals
- Take phone calls
- Assist in event planning and project creation
- Create or update databases
- Assist with communications efforts, which may include:
 - Write press releases and other materials
 - Design handouts and graphics
 - Monitor social media and create content
 - Take and edit photos and videos
- Other duties as assigned

Skills and Specifications

- Agriculture, Public Relations, Communications, Marketing, Business, Political Science or other applicable majors preferred
- Interest in the agriculture industry
- Strong verbal and written communication skills
- Proficient with Microsoft Word, Microsoft Excel and other Microsoft Office applications
- Communications experience (design, audio/visual and written) preferred but not required

Benefits

- Practical public relations experience working directly with industry leaders
- Shadowing, mentoring, and training opportunities with skilled public relations professionals
- Opportunity to participate in networking events and company meetings
- In person internship with occasional remote work opportunities
- Paid internship



Oklahoma Department of Agriculture, Food and Forestry
Executive Office Internship Application

Personal Information

Name: _____ Gender: _____
Home Address: _____ State: _____
City: _____ Zip: _____ County: _____
Date of Birth: _____ Email: _____

Education

Name of College: _____ State: _____
School Address: _____ County: _____
City: _____ Zip: _____
Year in College: _____ High School Graduation Date: _____
Major(s) and Minor(s): _____

References

1. Name: _____
Relationship: _____
Phone: _____ Email: _____

2. Name: _____
Relationship: _____
Phone: _____ Email: _____

3. Name: _____
Relationship: _____
Phone: _____ Email: _____

Please submit the following with your application:

1. Cover Letter
2. Resume
3. College Transcript
4. Essay – not to exceed 500 words total for both questions
 - a. What are your expectations for this internship?
 - b. Why do you think you should be chosen for this internship and what current skills that you have would you apply to it?

Submit via email to kirsten.hollansworth@ag.ok.gov or by mail
to Oklahoma Department of Agriculture, Food and Forestry
ATTN: Kirsten Hollansworth
2800 N. Lincoln Blvd.
Oklahoma City, OK 73105

APPLICATIONS DUE BY 5:00 P.M. ON FEBRUARY 23, 2024