



Master Gardener Program Communications Intern (Paid)

The [Virginia Cooperative Extension Master Gardener program](#) seeks a student worker to assist with communications and office tasks including:

- Blogging
- Social media
- Document editing
- Mailing
- Printing and other tasks as assigned

Student may start as early as spring 2019:

- Summer 2019: Up to 20hrs/week
- Fall 2019-onward: 5-10hrs/week
- Hours are flexible and can be adjusted around class schedule.

Qualified candidate should be reliable, punctual, and capable of self-directed work, and should have an interest in gardening, science, and/or writing. The candidate should also be willing to learn to use new software, including Adobe InDesign. Training time and opportunities can be provided to learn new skills.

The Extension Master Gardener Program offers the opportunity to build a variety of skills, develop writing samples, work with all aspects of video production, and the opportunity to assist with managing social media accounts!

Qualifications:

Preference may be given to candidates with previous experience writing blog posts/news stories, working with Adobe products, working with volunteers, filming/editing video, managing social media accounts, and/or working in office settings. Preference may be given to candidates with horticultural knowledge or coursework.

Qualified candidates should have at least two semesters of college coursework completed by fall 2018.

To Apply:

Please send a resume and cover letter to John Freeborn at jfreebor@vt.edu by March 15, 2019. For questions or additional information, please email jfreebor@vt.edu. **Position open until filled.**
OPTIONAL: You may include 1-2 writing samples with your cover letter.

About the VCE Master Gardener Program: *Virginia Master Gardeners are trained volunteer educators who work within their communities to encourage and promote environmentally sound horticulture practices through sustainable landscape management education and training. As an educational outreach component of Virginia Cooperative Extension, the Master Gardener program brings the resources of Virginia's land-grant universities – Virginia Tech and Virginia State University – to the people of the commonwealth*