CALS NYS Internship Program
Cornell Cooperative Extension of Genesee County
Internship Position Description

1. **Name of Internship Host:** Cornell Cooperative Extension of Genesee County

2. **Host background Information:** Cornell Cooperative Extension of Genesee County enables people to improve their lives and communities through educational partnerships that put experience and research knowledge to work. We help people make informed decisions. All programming intentionally focuses on and measures impacts of the following priority areas by aligning local needs with the resources and priorities of the land grant system, its state and federal partners, and in conjunction with components of the Genesee County Comprehensive Plan:
   - Agriculture and Food Systems
   - Environment, Natural Resources, Sustainable Energy, Climate Change
   - 4-H Youth Development/Children, Youth, and Families
   - Nutrition, Food Safety and Security, and Obesity Prevention
   - Community and Economic Vitality

3. **Internship Position Name/Title:** Genesee County Agricultural Industry Workforce Development Intern

4. **Internship Position / Project Context:** Employers in Genesee County, New York, like other upstate regions, are struggling to find qualified skilled trades workers (i.e., electricians, plumbers, mechanics, etc.) and other types of skilled employees. Area economic development organizations are working to address this issue. As part of a new initiative targeting training for ‘mechatronics’ (a combination of electrical skills and mechanical skills), Genesee County Economic Development Center (GCEDC) recently contacted businesses to assess needs, including particular skills needed (i.e. software specific), numbers of employees, etc. The GCC BEST Center conducted a similar, yet more generic, needs assessment within a broader multi-county region, including Genesee County, with the goal of identifying a broad array of workforce needs, including trade skills. Genesee County is home to a vital and vibrant agricultural industry. Like their counterparts in other sectors, agricultural and food system employers are also unable to find workers with these skills. Genesee County CCE seeks to complement the important work of our partners by specifically assessing the workforce development needs and opportunities within our agricultural sector. The following position description is designed to help us fulfill this goal.

5. **Internship Position Description:** Working closely with CCE Genesee County Executive Director, the intern will design, implement, and report the outcomes of an assessment plan/process designed to understand workforce development needs and opportunities of the Genesee County agricultural sector, including but not limited to the need for skilled-trades workers and opportunities to employ refugee/immigrant farm workers. Throughout the design, implementation and reporting process, the intern will collaborate with relevant local and regional partners (e.g. economic and community development agencies and organizations, agricultural and related businesses, etc.) to determine critical information needs, identify survey participants, analyze data, and prepare the report. It is expected that the assessment methodology will include both an online survey and in-person interviews. It is expected that the intern will give presentations to community partners and other audiences, ideally to include public speaking and a
powerpoint or poster summarizing their work and related outcomes. The intern will also prepare a database summarizing their contacts and information gathered through the internship.

6. **Basic Qualifications and Preferred Experience**: Cornell Cooperative Extension Genesee County is seen as the outreach arm of Cornell University, and the impartial purveyor of solid research-based information targeting unmet needs. The CALS NYS intern student will be interacting with long-established Community organizations, such as but not limited to the Business Development Committee, the Legislature, the Business Education Alliance, and the Genesee County Manager. Because of this, the Student must present at all times in a professional demeanor, be an excellent communicator, and have flexibility to adapt to new situations as they arise. The intern should be prepared to collect, analyze, and succinctly compile and present information and data. The intern should be able to articulate ideas and concepts through written language, public speaking and/or visual media. As such, community Development, data collection, and communication experience is preferred.

7. **Internship Schedule**: It is the expectation of the CALS NYS Internship Program that interns will devote 32 hours (80%) of a standard 40-hour work week to the responsibilities of their position and 8 hours (20%) to the community engagement project. It is preferable that the 20% release time for the community engagement project be taken either in one eight-hour day or two, 4-hour half days. CCE Genesee will fully support the CALS NYS Internship program proposed schedule and permits limited flexibility in the schedule based on the work being done in the community and with permission.

8. **Expected Outcomes (for intern)**: At a minimum, the intern will increase skills in needs/opportunity assessment design, implementation, and outcomes reporting; collaboration, public speaking skills and presentation. The intern will also significantly increase his or her awareness and understanding of Genesee County’s expanding high-tech agriculture industry and related employment opportunities. It is also expected that the intern will gain experience in the reality of community action—meaning—how do things really happen, versus the theory they may have learned.

9. **Location of Assignment**: Cornell Cooperative Extension Genesee County, 420 East Main Street, Batavia, NY 14020.

10. **Other**: Rural area, located equidistant between Buffalo and Rochester. Very limited access to public transportation. Reliable transportation required.