



SAN JOAQUIN
—COUNTY—
Greatness grows here.

Internship Announcement

AGRICULTURAL GRAPHIC ARTS INTERN

Department: San Joaquin County Agricultural Commissioner's Office

Project Focus: San Joaquin County 2022 Crop Report

Summary:

San Joaquin County seeks an energetic, responsible, and creative self-starter to fill an internship position in the Agricultural Commissioner's Office. Interns will gain firsthand experience working with agricultural professionals in the public sector. County Agricultural Commissioners are mandated to generate an annual crop report that summarizes the values of all agricultural products produced the previous year. The internship will primarily assist with the aesthetic design of the crop report including, but not limited to, all graphics, articles, and images. Assignments within this program will add value to the intern's professional growth by applying their graphic arts knowledge gained in the classroom.

Intern Responsibilities & Learning Objectives:

- Work collaboratively as a team to create the design for the Annual Crop Report.
- Support County staff in data collection, article writing, graphic layout formatting.
- Assist in preparing and organizing research materials and data compilations.
- Shadow Agricultural Biologists to gain knowledge of local governmental responsibilities, policies, and government organization.
- Strengthen project management, public relations, and communication skills.
- Engage with highly skilled professionals in the agricultural industry throughout San Joaquin County.

Requirements & Qualifications:

- Shows enthusiasm for the graphic arts.
- Demonstrates professionalism, attention to detail and integrity.
- Strong written and verbal communication skills.
- Acts as a team player who works collaboratively with others.
- Ability to receive and follow oral and written instructions.
- Proficient in Microsoft Office 365 (Word, PowerPoint, Excel, and Publisher).
- Goal-oriented planner that enjoys meeting deadlines and timelines.
- Passionate about the public sector workforce.

Eligibility:

- Interns must be college level students either currently enrolled in a two to four-year program at an accredited college or university.
- Interns must be in good academic standing.
- Hands on experience in graphic design, digital arts, photography, journalism, biological surveys, or agricultural projects.
- Or twelve units of college coursework in graphic design, digital arts, photography, journalism, biology, agricultural science, or a closely related field may be substituted for the hands-on work experience.

Desired Qualifications:

- Experience in high resolution photography and graphic design.
- Familiarity with Adobe InDesign, Photoshop, and Illustrator.

Perks and Benefits:

- Showcasing of the intern's graphic arts in the 2022 Annual Crop Report submitted to the California Department of Food and Agriculture.
- Publication of the Crop Report on the Agricultural Commissioner's Website and recognition of the intern's name in the report.
- Opportunity to present the final Crop Report to the San Joaquin County Board of Supervisors.

Schedule & Compensation:

- Up to 20 hours per week during the academic year around the intern's college schedule and up to 40 hours per week during the summer.
- Project commences March 2023 through project completion (approximately 4-6 months).
- Paid internship at the rate of \$17.94/hr
- Occupational Work Experience (OWE) credits may be available through your college; certain criteria must be met, please contact your college Education & Workforce Development Department.

Intern Submission Procedures:

- Email all documentation to: Internships@sjgov.org
- Subject line should read: Agricultural Graphic Arts Intern.
- Include a resume, cover letter & a product sample of a recent project or assignment.
- Optional documents to include are unofficial transcripts and letters of recommendation.
- Interviews will be conducted for select applicants meeting the eligibility requirements.

Submission deadlines:

- **All documentation must be submitted by February 17, 2023**

**All internship related materials sent to San Joaquin County are kept for our records*