

**Happy Friday Bulldog,**

Below you will find a list of job/internship opportunities.

If you wish to enroll in an internship course within Jordan College, you must submit an Internship Record via HireFresnoState and have it approved PRIOR TO ANY SEMESTER ADD/DROP DEADLINES to receive a permission number to enroll in the course. This must be done AT LEAST 2 weeks prior to any add/drop deadlines.

**Excess Unit Form:** If you are taking an internship course and it will put you over 18 units, please fill out an Excess Unit Form, [here](#).

**Window to register a Summer Internship for Fall Units:**

- Now – May 31, 2024

**Window to register a Fall Internship for Fall Units:**

- March 1 – May 31, 2024 (**early**)
- June 1 – July 31, 2024 (**Still acceptable**)
- August 1 – August 31 (**LATE**)

To learn about more scholarships, click [here](#).

**For career exploration or resume/cover letter support, please make an appointment with the Jordan College Internship Coordinator, Nancy Vue. For ACRS21/AET related items, please make an appointment with our Peer Career Coach, Emma Tripp by visiting AG 110 or calling the Jordan Advising and Career Center Office at 559.278.4019.**

***Please note, we do not allow same-day appointments or making appointments via email. Thank you.***

**Organization:** Agricultural Platform Collective (APC)  
**Position:** Farmer Partnerships Coordinator, Full-Time Exempt  
**Reports To:** Director of Agricultural Projects  
**Compensation:** \$55,000 - \$90,000, depending upon experience  
**Start Date:** May 1, 2024  
**Submit:** Cover Letter and Resume to [jobs@okthink.org](mailto:jobs@okthink.org)

#### **About the Agricultural Platform Collective (APC)**

The Agricultural Platform Collective (APC) is a partnership between OKThink Inc., a 501(c)(3) organization, and [TomKat Ranch Educational Foundation](#). The APC aims to establish an aligned network of California agricultural producers that is equitable and diverse, and provides farmers and ranchers with services and assistance that promote economic viability, sustainability, and resilience. **The APC is particularly focused on serving the needs of small and socially disadvantaged farmers and ranchers.** The APC seeks to contribute to a circular and resilient economy by assuring consistent, relevant, and long-term support for the agricultural community by giving small-scale, Socially Disadvantaged, and conservation-minded producers the training, tools, and resources they require to build their businesses and gain access to more and consistent sales channels.

The APC is launching its pilot efforts in the Central San Joaquin Valley (Fresno, Madera, Merced, and Tulare Counties) and is looking to expand its capacity and grow its partnerships in this community.

#### **The Ideal Candidate Profile**

We seek a candidate who is passionate and knowledgeable about California agriculture, and who strives to bring more social, economic, and racial justice to the industry. The ideal candidate will possess self-starting energy, demonstrate strong interpersonal communication, and have a history of successful relationship-building. An ideal candidate will embody both individual drive and collaborative teamwork. Candidates must demonstrate extensive expertise and genuine connection to the Central San Joaquin Valley farming community. This position calls for someone who deeply values small business agricultural producers, and who can build relationships and communicate clearly with smaller-scale farmers and ranchers – meeting them where they are.

The candidate will need to focus their passion for farming/ranching into building and managing the relationships that will help the APC to spur resilient and collective economic and environmental outcomes for producers. The ideal candidate must be confident and able to forge strong relationships with farming communities, nonprofit organizations, and government representatives.

#### **Position Responsibilities**

Under the direction of the Director of Agricultural Projects, the Farmer Partnerships Coordinator will be responsible for building, cultivating, and maintaining partnerships with small- and medium-sized farmers

and ranchers in the Central San Joaquin Valley. The candidate must show a commitment to APC's core values of social, environmental, and racial justice and equity. This position will be responsible for creating, informing, and implementing educational materials and opportunities for monolingual Spanish- and Hmong-speaking members of the APC.

The primary roles and responsibilities of the candidate include, but are not limited to the following:

- Identifying and conducting outreach to producers who are well-suited to join the APC, developing a pipeline of contacts for APC engagement and recruitment,
- Providing support, information, and facilitate member services for producers who are members of the APC,
- Strengthening relationships with key partners of the APC by attending strategic planning meetings, mobilizing turnout for public hearings, and showing up for allied events as needed,
- Communicating and interacting with other staff, community members, and partners in a professional, purposeful, respectful, clear, concise, logical, and organized manner, and
- Having the ability to build trust, work, and interact effectively with farmers and ranchers from a variety of socioeconomic backgrounds in a culturally diverse environment.

#### **Skills and Abilities**

- Able to take direction and follow instructions and procedures.
- Exhibit strong work ethic, honesty, and integrity in all aspects of the position and in carrying out job duties.
- Deep accountability and ownership of role, responsibilities, and high-impact deliverables.
- Approach problem-solving with creativity and in collaboration with program staff and community partners.
- Create and maintain an organized working environment.
- Maintain regular and consistent communication with the APC team.
- Collect and analyze data to report outcomes and meet program and grant objectives.
- Flexible, resourceful, and helpful – able to change plans, course correct, identify needed work, and adjust tasks as needed to manage time effectively and efficiently.

#### **Experience and Education**

- Demonstrated knowledge of and connection to non-industrial farming communities, especially communities of color, in the Central San Joaquin and Central Valley in California.
- Dynamic communication and presentation skills are a must.
- The ability to thrive in a fast-paced and fast-changing environment is essential.
- Knowledge of environmental justice, climate change, racial and social justice, and community organizing principles.
- Ability to work in collaboration with team members and also work independently, and manage multiple priorities, stakeholders, and workflows
- A minimum of two to five years of experience coordinating or managing a diverse, small-scale farm operation utilizing conservation agricultural practices, or related agricultural programs.

- Passion for supporting small- and medium-sized farmers and ranchers.
- Attention to detail, ability to do paperwork and back-office tasks as needed.
- Ability to work outdoors in hot and cold weather, and varied terrain.
- Ability to work weekends and evening hours during peak growing season.
- Experience creating and delivering educational presentations and hands-on agricultural education.

#### **Requirements**

- Bi- or Multilingual speaking ability, such as Spanish or Hmong is a must.
- Possess a current and valid driver's license.
- Be able to travel to various farms and ranches to meet producers' needs.
- Reside in or willing to relocate to the Central San Joaquin Valley.
- Prepare a brief weekly report and meet monthly with APC Team to review progress and outcomes of efforts, and ensure ongoing alignment.

Black, Brown, Indigenous, and People of Color, immigrants, women, and LGBTQ+ candidates are strongly encouraged to apply. The organization is an equal opportunity employer, and offers a competitive salary and benefits, including:

- Health, Dental, and Vision Insurance
- 401(k)
- Career Development
- Generous Vacation and Paid Holidays
- Wellness, Mobile Phone, and Internet Benefits



## Harvest hands needed!

Are you interested in pursuing a harvest experience? The team at *Dutton Goldfield Winery* is looking to put together a group of ambitious and curious minds both national and international for the 2024 harvest. Our winery is located in between Santa Rosa and Sebastopol in the Russian River Valley sourcing fruit from the cold areas of the Green Valley within the Russian River AVA as well as from vineyards up and down the coast in Mendicino and Merin. We specialize in small lot single vineyard Pinot Noirs with our production encompassing a large amount of barrel fermented Chardonnay as well as other varietals such as Pinot Blanc, Gewurztraminer, Zinfandel, and others. We are looking for motivated individuals who would like to be involved in every part of the harvest; fruit sorting, forklift driving, cap management, sanitation, inoculations and additions, barrel prep and work, and defiantly to taste what we are making along the way. We are a small facility with a small team so we are eager to teach and share knowledge so you can feel empowered and hold responsibility for the tasks at hand.

If you are interested in knowing more, please send your resume to Fresno State alumni Luke Goldschmidt at [luke@duttongoldfield.com](mailto:luke@duttongoldfield.com) so we can talk more.

Happy harvest!

Cheers,

Luke



Jordan College of Agricultural  
Sciences and Technology

# HOW TO REGISTER AN INTERNSHIP FOR ACADEMIC CREDIT

**SUMMER  
INTERNSHIP**



**ENROLLED AS  
FALL UNITS**

**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
SUMMER TERM,  
BEFORE SUMMER  
INTERNSHIP**

**FALL  
INTERNSHIP**



**ENROLL FOR  
FALL  
SEMESTER**

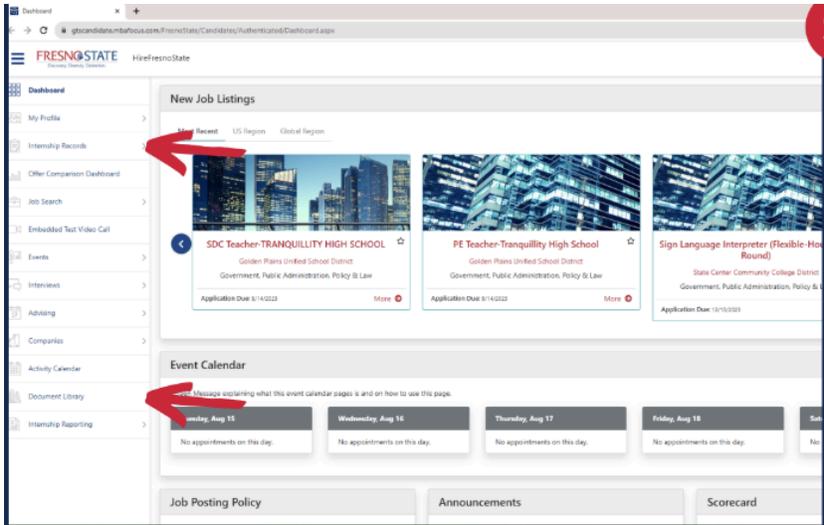
**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
FALL, TYPICALLY IN  
SPRING SEMESTER**

**SPRING  
INTERNSHIP**



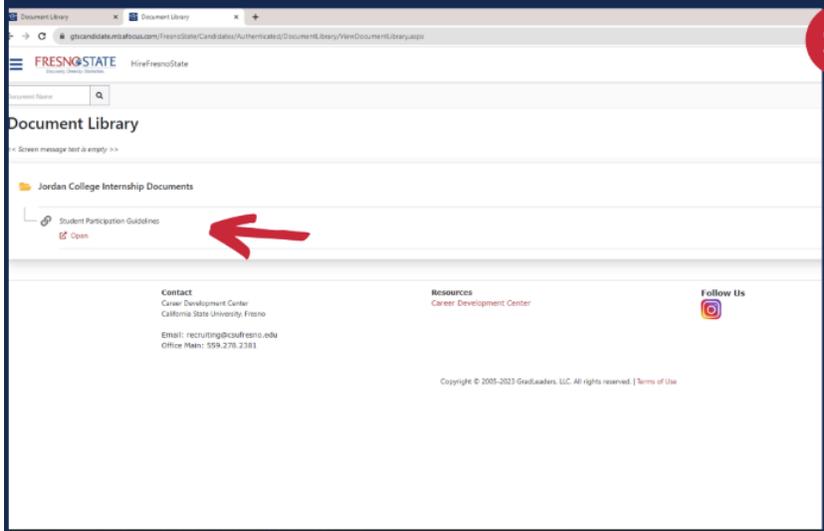
**ENROLL FOR  
SPRING  
SEMESTER**

**COMPLETE  
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SPRING, TYPICALLY  
IN FALL SEMESTER**



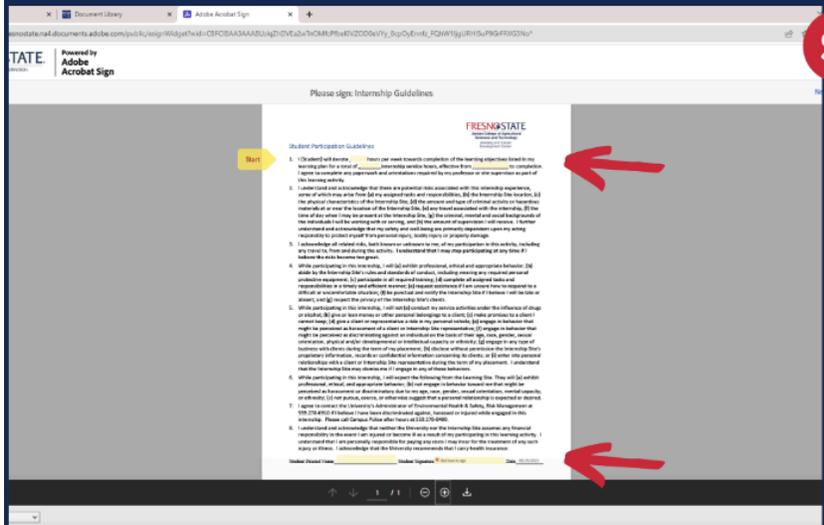
### Step 1

Log into HireFresnoState via MyFresnoState portal. Select HireFresnoState within the campus systems. It is important that you use the STUDENT log-in.



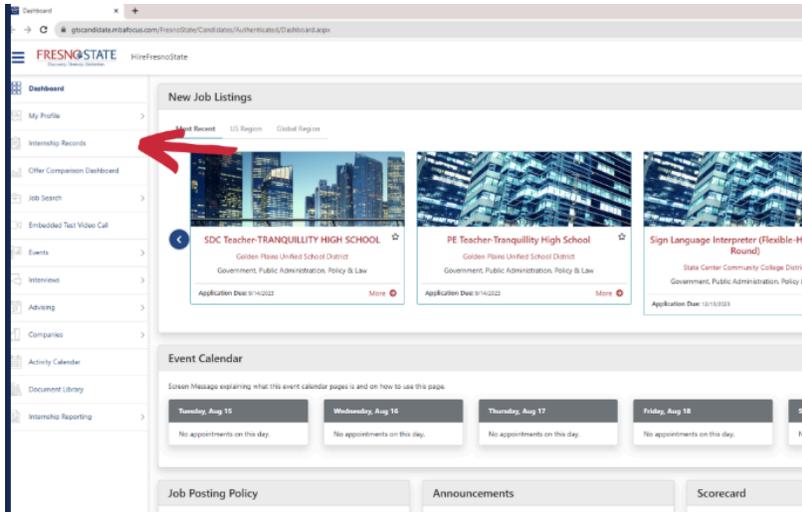
### Step 2

Click the "Document Library" on the bottom left. Then open the Jordan College "Student Participation Guidelines" form. If you do not see this form, use the search bar or email the Jordan College internship coordinator.



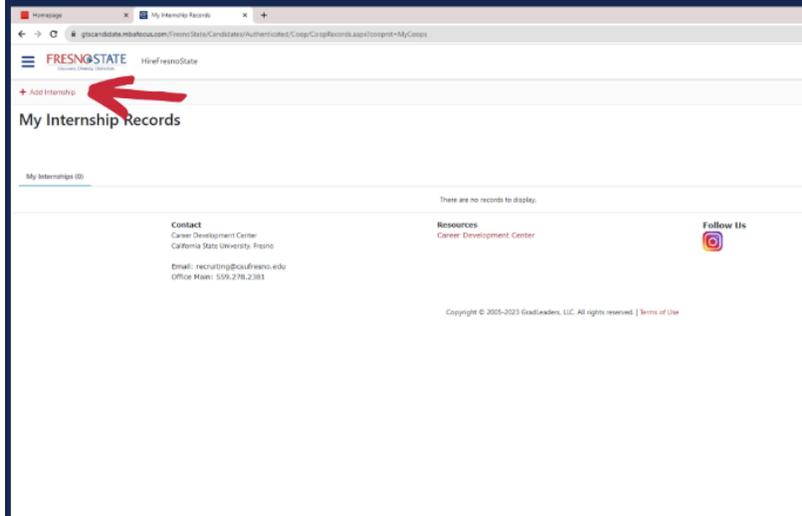
### Step 3

Complete the Student Participation Guidelines form. Hours per week x amount of weeks employed = Total number of internship hours. Sign & Submit, then download a copy to re-upload into Internship Record.



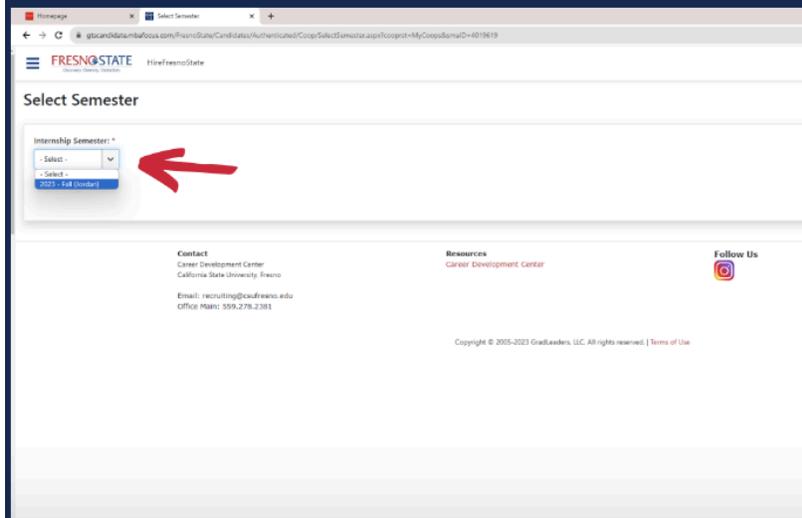
#### Step 4

Revisit the dashboard and select "Internship Records", then select "My Internship Records".



#### Step 5

Click "+ Add Internship" to begin your process.



#### Step 6

Select the semester in which your internship will be active. For example, you are doing an internship in the Fall, therefore you will select "Year - Fall (Jordan)". Summer internships will select "Year - Summer (Jordan)".

**Add Internship**

**Select Organization**

Select Your Company:  
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Agriculture "X" Company

Start with:  Search  Continue

**Contact**  
Career Development Center  
California State University, Fresno  
Email: recruiting@csufresno.edu  
Office Main: 559.278.2381

**Resources**  
Career Development Center

**Follow Us**

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## Step 7

Input the Company or Organization's official name.

**COMPANY INFORMATION**

Please Note The Following:  
Please note the following - in most cases a student may not count a current job for internship credit. A student may propose an experience at their present work place as long as it is a programmatic, 100% learning experience in the area of study. The internship must meet the number of hours required by the course and must be supervised by someone who is an expert in the student's major subject. A student may not complete an internship under the supervision of a parent or other family member. We reserve the right to contact the proposed supervisor to verify information contained on this proposal.

Organization Name \*

Contact Name \*

Address Line 1 \*

City \*

State \*

Postal Code \*

Country \*

Phone \*

Supervisor First Name \*

Supervisor Last Name \*

Supervisor Title

Supervisor Email \*

How did you find this position? \*

Have you or are you currently working for this company? \*

Yes  No

## Step 8

Complete the application by inputting **THE COMPANY** or **ORGANIZATION'S** information. Please ask your direct supervisor for the appropriate information if you are unsure.

**PROPOSED INTERNSHIP POSITION INFORMATION**

Type of Organization \*

Select One: \*

Unpaid Internship  Paid Internship

This Internship Position Will Be Performed: \*

Research/Virtual Only  In-Person Only  Combination of Both

Proposed Start Date \*

Proposed End Date \*

Proposed Internship Job Title \*

Detailed Proposed Position Description \*

Student Participation Guidelines \*

Please go to the Document Library tab and download and sign the Student Participating Guideline form. Then upload it to your account.

John\_Doe Guidelines

**SELECT COLLEGE**

What College Are you In? \*

Primary Internship Manager Contact Info

## Step 9

Cont. the application by inputting information regarding your internship. In this section, you will re-upload the "Student Participation Guidelines" form and title it: **First\_Last\_Guidelines**.

**Step 10**

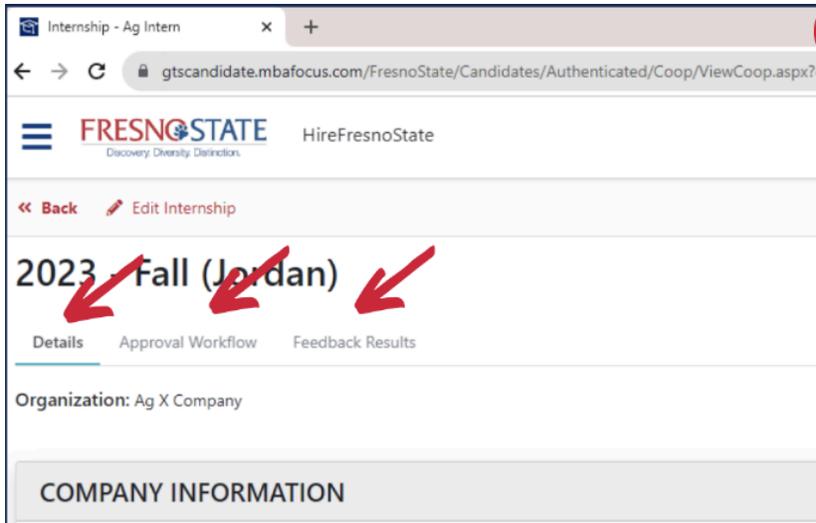
Cont. the application by selecting "Jordan College" and the internship course you will be enrolling in + number of units. Complete by providing two(2) emergency contacts and hit "save" to submit application.

**Step 11**

Once submitted, you may edit/revisit the application to make changes or check the status of the application under "My Internship Records".

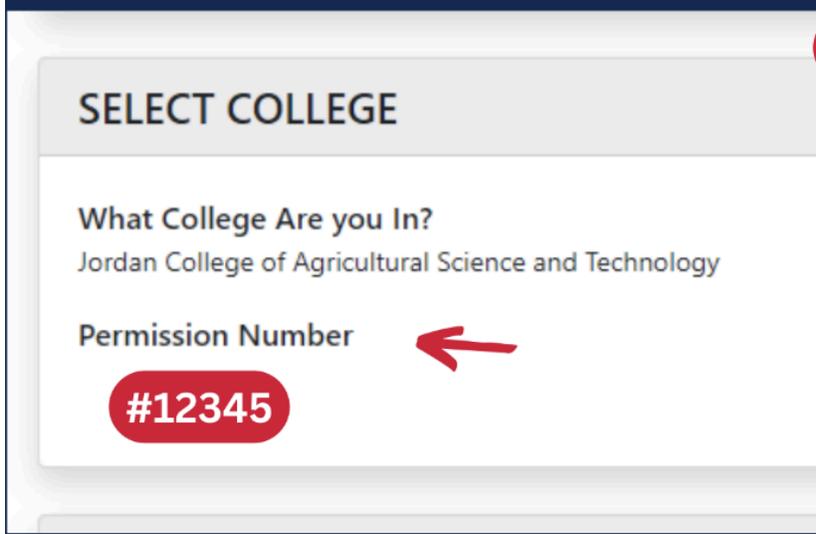
**Step 12**

Submitted Internship Records will show up in your "My Internship Records".



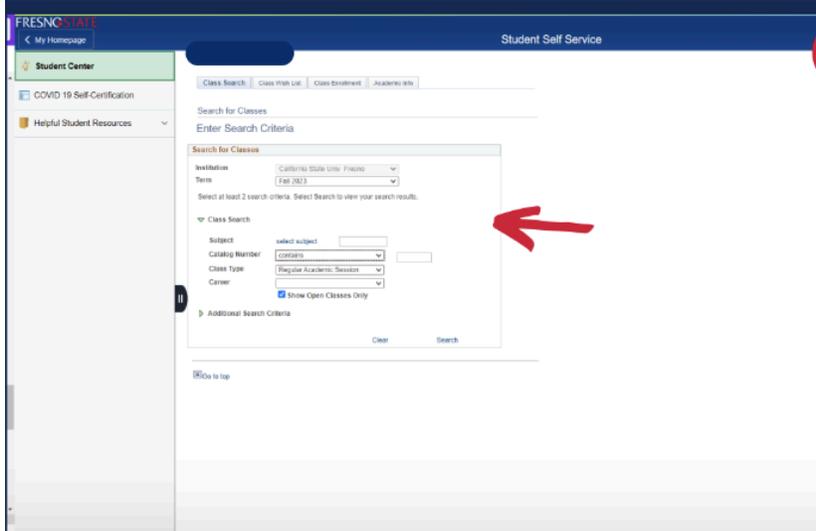
### Step 13

You may track the progress of your internship record via the "Approval Workflow" or "Feedback Results".



### Step 14

Once the application has been approved by both faculty and employer, a permission number will be inputted DIRECTLY into your internship record, under the "SELECT COLLEGE" section.



### Step 15

It is your (the student) responsibility to take the permission number granted to you and enroll yourself into the internship course, prior to any ADD/DROP deadlines of the semester.

## ADDING A COURSE USING A PERMISSION NUMBER

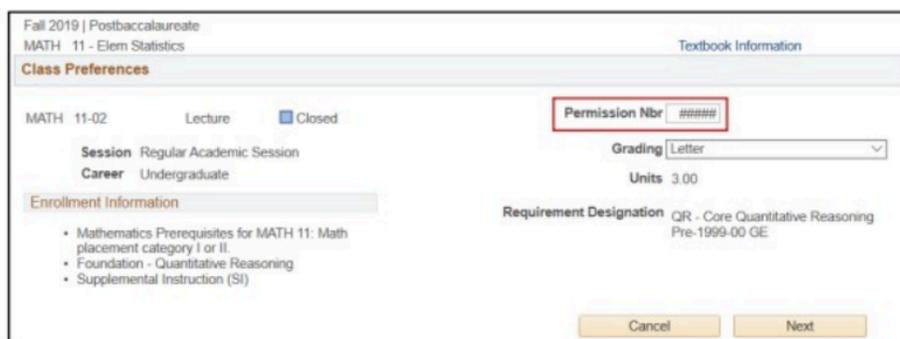
### Step 1:

On MyFresnoState, go to your Student Center (*Student Self Service* → *Student Center*) and select **"Class Wish List"** under My Academic Records and Registration



### Step 2:

After selecting "Class Wish List," find the "Add to Cart" box on the left side of the screen, and enter the **course number** into the "Enter Class Nbr" box. Select "Enter."



### Step 3:

Enter the **permission number** into the "Permission Nbr" box. Select "next" to add the course to your wish list. You are now able to enroll for the course as normal.

*(Select the course in the wishlist → "Enroll" → "Finish Enrolling")*

FOR QUESTIONS, PLEASE CONTACT THE JORDAN COLLEGE INTERNSHIP COORDINATOR:

NANCY VUE  
nvue@mail.fresnostate.edu

To schedule an appointment, please visit our office in AG 110 or call 559.278.4019