

**Farm Bureau Internship  
Wooster office, hourly position**

This position is hourly with a minimum of 16 and maximum 20 hours per week and runs from Monday September 17, 2018 through Friday May 3, 2019. There is an additional option of working through the summer. Work schedule is flexible around class schedule but hours must be worked between 8 AM and 5 PM at the Wooster office. Schedule can be negotiated with Organization Directors at the beginning of each semester. Ideal candidate would be available to work over winter and spring break (allowances will be made for holidays, vacations, etc).

Primary duties include:

1. Receive office visitors and answer calls with a helpful and positive attitude
2. Promote Farm Bureau activities, member services, benefits etc during office hours.
3. Maintain accurate membership records on members through the online membership database
4. Maintain each county's website and Facebook pages
5. Assist Organization Directors (ODs) with newsletters
6. Assist Organization Directors with preparing board packets and typing meeting minutes.
7. Assist with membership in an effort to grow membership classifications by prospecting agribusinesses, local businesses, affinity partners, and other community groups through mailings, phone calls and social media
8. Develop and foster a good working relationship with Farm Bureau volunteers, Nationwide agents, and staff of Ohio Farm Bureau
9. Attend special meetings or conferences that will aid in maintaining and improving your skills as an intern as directed by the ODs
10. Perform other duties as assigned by ODs

**MINIMUM QUALIFICATIONS:**

- High School diploma, more education or job experience preferred
- Strong interpersonal skills and ability to work with a wide variety of individuals
- Excellent customer service skills
- Proficient in basic computer skills (Word, Excel, Publisher, Social Media, Membership Database)
- Strong written and verbal communication skills (if you are uncomfortable talking on the phone, this is not the job for you)
- Self-starter with ability to multi-task and maintain deadlines
- Outstanding organizational skills
- Understanding of Farm Bureau

Starting pay for this position is \$10-\$11.50 per hour.

To apply, please send resume, cover letter, and 3 references to:

Lshoup@ofbf.org

Please direct all questions regarding this position to [lshoup@ofbf.org](mailto:lshoup@ofbf.org).

**Deadline to apply: September 7, 2018**