

Auglaize, Logan, Mercer, Shelby & Union Counties Farm Bureau Job Description

Exempt

Non-Exempt

Date Written February 2016

Job Title:	Field Operations Intern
Person in Position:	
Reports To:	Organization Director
Department:	Organization
Territory:	Auglaize, Logan, Mercer, Shelby & Union Counties
Hours:	15-20 Hours Week
Duration:	May 2016-August 2016 (summer employment)
Pay:	\$10.00 per hour

POSITION SUMMARY: Provide special project and program support to the Organization Director in the above counties in order to meet the needs of the organization's membership relative to established organizational goals and objectives.

Primary Duties:

- 1) Provide leadership and direction on special projects as assigned by the Organization Director that are in pursuit of Ohio Farm Bureau and County Farm Bureau goals and objectives.

- 2) Work with county leaders, to provide leadership and direction on county program development and implementation as assigned by the Organization Director.

- 3) Assist Organization Director in developing and enhancing relationships with Nationwide, legislators, governmental agencies, agribusiness, local businesses, affinity partners and other community groups.

MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS

- **High School diploma**
- **Enrolled as a full time student in post secondary education.**

MINIMUM SKILL QUALIFICATIONS

- **Proficient in basic computer skills**

MINIMUM OTHER QUALIFICATIONS

- **Must have and maintain a valid driver's license.**
- **Ability to drive between counties.**

PREFERED SKILL QUALIFICATIONS

- **Organizational skills**
- **Good communication skills, which include both oral and written**
- **Capacity to motivate, enthuse and recognize volunteers**
- **Be self motivated and willing to work independently**

PREFERRED QUALIFICATIONS

- **Interest in Agriculture/Rural Issues**
- **Pursuing a degree in one of the following areas agriculture, political science, business or communications.**
- **Knowledge or experience in agriculture.**

For more information or questions please call the Farm Bureau office at 1-877-775-7642.

Submissions of resumes: jsmith@ofbf.org or by mail to:

Farm Bureau

c/o Summer Intern

PO Box 310

New Knoxville, OH 45871

Resume must be received by Friday, April 1, 2016.