

**Lucas, Ottawa, Sandusky and Wood County Farm Bureau**

**Field Services Internship Position**

**POSITION SUMMARY:** Responsible for supporting and implementing field service initiatives associated with promotional and educational events, membership campaigns, and policy development for Lucas, Ottawa, Sandusky and Wood County Farm Bureau chapters.

**Primary Duties:**

• Coordinate with hosts, speakers, and volunteers for various events and other programs

• Maintain database of event participants and membership campaign volunteers

• Provide support to county events: fair activities, display pieces, legislative meetings, etc.

• Maintain information and updates associated with funding for Our Ohio and other events

• Assist with county web page and social media idea generation, techniques and application

• Assist with county newsletter development, press releases, and other communications

• Support membership marketing and retention strategies, including Nationwide Insurance relations

• Other communications, public policy, and general office support as assigned

**Minimum Qualifications:**

• Completed at least one year of undergraduate coursework, majoring in communication, education, business or similar, preferably in agricultural area of study

• Strong written and verbal communication skills: Able to effectively write business communications, speak to various groups, etc.

• Understanding of basic marketing concepts

• Strong problem solving capabilities

• Self-starter with ability to multi-task in a fast-paced environment and maintain deadlines

• Outstanding customer service skills

• Reliable transportation

• Candidates with knowledge of Ohio Farm Bureau and the agriculture industry preferred

• Residence or available housing within Lucas, Ottawa, Sandusky, or Wood County preferred

**Commitment:**

20-30 hours per week from June to August/September, based on student’s availability, class schedule, and workload desire. Flexible scheduling but work may require specific evenings and weekends.

**Compensation:**

Competitive hourly wage, mileage reimbursement for personal vehicle use, flexible scheduling.

**Applications:**

Interested applicants should send a cover letter and resume no later than April 3, 2017 to Kayla Richards, via e-mail at krichards@ofbf.org or by U.S. Mail to:

Farm Bureau

109 Portage St.

Woodville, OH 43469

For further information, questions, or concerns, please contact Kayla Richards via e-mail or at

(419) 849-2128.