

## **MEMBERSHIP MARKETING INTERNSHIP**

**POSITION SUMMARY:** Provide program support to the Organization Directors to meet the needs of membership relative to established organizational goals and objectives. The position is a 24-30 hours per week from June to August/September, based on availability, class schedule, and workload desire. Flexible scheduling but work may require specific evenings and weekends.

### **PRIMARY DUTIES:**

- Assist with membership prospecting in an effort to grow membership classifications
- Help with prospecting agribusinesses, local businesses, affinity partners, and other community groups in an effort to grow group memberships by developing business partnerships
- Create new member welcome and support packets or other retention material
- Assist with member retention activities such as renewal phone calls or member visits
- Provide support and event coordination on county programming such as county fairs or farmers markets to gather information for prospective members
- Collect information for "feature members" in each county
- Enhance social media through Facebook by scheduling posts
- Update current membership status through degree classification
- Helping develop Young Active Membership groups in each county
- Any other duties as assigned by Organization Directors

### **MINIMUM QUALIFICATIONS**

- High School diploma
- Strong interpersonal skills and ability to work with a wide variety of individuals
- Excellent customer service skills
- Capacity to motivate, enthuse and recognize volunteers
- Proficient in basic computer skills
- Strong written and verbal communication skills
- Self-starter with ability to multi-task and maintain deadlines
- Outstanding organizational skills

### **OTHER QUALIFICATIONS**

- Must have and maintain a valid driver's license and a reliable vehicle
- Knowledge or experience in marketing
- Familiar with Ohio Farm Bureau

### **COMPENSATION**

- Competitive hourly wage
- Mileage reimbursement for personal vehicle use outside of normal travel to office
- Flexible scheduling

To apply please send resume, cover letter, and references to:  
Farm Bureau 1625 A Sharon Ave. Zanesville, OH 43701  
Or [zanesvilleoffice@ofbf.org](mailto:zanesvilleoffice@ofbf.org)

For questions, please call 740-452-2356

**Deadline to apply: June 7<sup>th</sup>, 2017**