**Farm Bureau, Zanesville Office, Administrative Assistant**

**JOB DESCRIPTION:**

This position is full time with hours Monday – Friday 8 am – 4:30 pm with ½ an hour lunch break. The primary responsibility of this position will be to service the county Farm Bureaus by:

* Managing the membership database
* Assisting 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
* Organizing and completing all mailings
* Answer incoming office calls
* Preparation and follow up of county board meetings
* Enhance Farm Bureau’s media presence through Facebook, websites, and e-newsletters
* Any other office duties as assigned

**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
* Capacity to motivate, enthuse and recognize volunteers
* Proficient in basic computer skills (Word, Excel, Publisher, Social Media, Membership Database)
* Strong written and verbal communication skills
* Self-starter with ability to multi-task and maintain deadlines
* Outstanding organizational skills
* Understanding of Farm Bureau

**COMPENSATION:**

* Competitive hourly wage
* Paid holidays with the opportunity to earn vacation, sick and personal days

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

Farm Bureau 1625 A Sharon Ave. Zanesville, OH 43701

Or zanesvilleoffice@ofbf.org

For questions, please call 740-452-2356

**Deadline to apply: August 11th, 2017**