

Farm Bureau County Office Administrator
Wooster office, part-time position

This position is part-time and 20 hours per week. Work schedule is flexible and can be negotiated with Organization Directors at start of position but candidate must be available to work on Mondays.

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 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 the position of office administrator 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
- 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

Starting pay for this position is \$11.50-\$12.50 per hour.

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

377 W. Liberty St. Wooster, OH 44691

Or via email to:

lshoup@ofbf.org

Please direct all questions regarding this position to lshoup@ofbf.org.

Deadline to apply: August 16th, 2017