Farm Bureau County Office Administrator Adams, Brown, Clermont, Highland office (located in Georgetown), part-time position

This position is part-time and 32 hours per week. Hours are 8 to 4 p.m., Monday through Thursday.

Primary duties include:

1. Receive office visitors and answer calls with a helpful and positive attitude.

2. Promote Farm Bureau activities, member services, member benefits, etc. during office hours.

3. Maintain accurate membership records on members through the online membership database.

4. Be responsible for making deposits, paying bills, and running financial reports for the 4 county Farm Bureaus.

5. Maintain each county’s website and Facebook pages.

6. Assist counties with newsletters and Informz mailings.

7. Assist Organization Director with preparing board packets and typing board agendas and meeting minutes.

8. 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.

9. Develop and foster a good working relationship with Farm Bureau volunteers, Nationwide agents, and staff of Ohio Farm Bureau.

10. Attend special meetings or conferences that will aid in maintaining and improving the position of office administrator as directed by the Organization Director.

11. Perform other duties as assigned by Organization Director.

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, Quickbooks, 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

To apply, please send resume, cover letter, and 3 references to: [hutter@ofbf.org](mailto:hutter@ofbf.org).

Please direct all questions regarding this position to [hutter@ofbf.org](mailto:hutter@ofbf.org).

**Deadline to apply: October 31, 2017**