

Farm Bureau, Zanesville Office

Part-time Administrative Assistant

JOB DESCRIPTION:

This position is part time with approximately 20 hours from April – October and 28 hours from November – March. The office is open Monday – Friday 8 am – 4:30 pm with ½ an hour lunch break, and flexibility of hours worked can be negotiated. 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 range (\$10-\$13/hour)
- 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 31, 2018

