

**Jefferson County Farm Bureau  
County Office Administrator**

This position is part-time and averages 24-28 hours per week. Office Hours are 8am-4pm currently Tuesday, Thursday and Friday.

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 Director with newsletters
6. Assist Organization Director 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 Organization Director
10. 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 (Quick Books, Word, Excel, Publisher, Social Media, Membership Database)
- Strong written and verbal communication skills
- Self-starter with ability to multi-task, maintain deadlines and work independently
- Outstanding organizational skills
- Understanding of Farm Bureau

Starting pay for this position is \$11.00-\$12.00 per hour.

To apply, please send resume, cover letter, and 3 references to: Farm Bureau, 2146 East High Avenue, New Philadelphia, Ohio 44663

Or via email to: [mspecht@ofbf.org](mailto:mspecht@ofbf.org)

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

**Deadline to apply: April 15<sup>th</sup>, 2019**