

Franklin County Farm Bureau Fellowship

Position Overview

Provide special project and program support to the Organization Director to meet the needs of the membership relative to established organizational goals and objectives. An ideal candidate should have a knowledge of the agriculture industry. The position will be located at the Franklin County Farm Bureau Office and is a full-time position, 40 hours/week.

Primary Duties

- 1) Provide support/event coordination to county leaders on county program and special projects as assigned by the Organization Director in pursuit of Ohio Farm Bureau and county Farm Bureau goals and objectives.
- 2) Assist staff with membership prospecting with consumers and farmers in an effort to grow all individual/family membership classifications for members and supporters, as well as business partnerships.
- 3) Assist in maintaining a robust social media presence in the area. Develop content for county newsletter and any other publications.
- 4) Assist staff in all areas of county office operations: To include but not limited to accounting, member correspondence, Nationwide agency support, member service and membership marketing. And any other duties as assigned by Organization Director as they are assigned.

Minimum Qualifications

- Completed at least one year of undergraduate coursework, preferably in an agriculture area of study
- Proficient in basic computer skills
- Organizational skills
- Capacity to motivate, enthuse and recognize volunteers
- Public speaking abilities
- Must have and maintain a valid driver's license and vehicle

To apply please send resume and cover letter to:

Franklin County Farm Bureau, Attn: Melinda Lee,

P.O.Box 368, Hilliard, Ohio 43026 or email to mlee@ofbf.org

Deadline to apply: March 2. Anticipated start date May 20