



ALLEN, PAULDING,
PUTNAM AND
VANWERT COUNTIES

Allen, Paulding, Putnam and Van Wert County Farm Bureau Membership and Marketing Internship Position

POSITION SUMMARY: Responsible for supporting and implementing field service initiatives associated with promotional and educational events, membership campaigns, and marketing for Allen, Paulding, Putnam and Van Wert County Farm Bureaus.

Primary Duties:

- Assist with county web page and social media idea generation, techniques and application.
- Assist with county newsletter development, press releases, and other communications.
- Provide support to county events: fair activities, display pieces, legislative meetings, etc.
- Support membership marketing and retention strategies, including Nationwide Insurance relations.
- Assist on Membership Campaign and Marketing of Membership Activities.
- Assist with Membership calls.
- Other communications, public policy, and general office support as assigned.

Minimum Qualifications:

- Completed at least one year of undergraduate coursework, majoring in communication, marketing, business or similar, preferably in agricultural area of study.
- Strong written and verbal communication skills: Able to effectively write business communications, speak to various groups, etc.
- Understanding of basic marketing concepts.
- Strong problem-solving capabilities.
- Self-starter with ability to multi-task in a fast-paced environment and maintain deadlines.
- Outstanding customer service skills.
- Reliable transportation.
- Candidates with knowledge of Ohio Farm Bureau and the agriculture industry preferred.
- Residence or available housing within Allen, Paulding, Putnam, and Van Wert County preferred.

Commitment:

20-25 hours per week from beginning of March/April to September and/or September to April, based on student's availability, class schedule, and workload desire. Flexible scheduling but work may require specific evenings and weekends.

Compensation:

Competitive hourly wage, mileage reimbursement for personal vehicle use, flexible scheduling.

Applications:

Interested applicants should send a cover letter and resume no later than Friday, February 12, 2021 to Jessica Vandebroek via e-mail at putnam@ofbf.org or by U.S. Mail to:

**Putnam County Farm Bureau
C/O Internship
110 Industrial Dr. Suite C
Wapakoneta, Ohio 45895**

For further information, questions, or concerns, please contact the Farm Bureau office at 877-775-7642.