



**DELAWARE, FRANKLIN,
MADISON AND
UNION COUNTIES**

Delaware, Franklin, Madison & Union County Farm Bureaus, a nonprofit organization, is seeking a Marketing and Media Associate (40hrs. /week) for immediate hire. This position offers a rewarding, fast-paced office environment for the individual who likes daily variety in his or her job.

JOB DESCRIPTION:

To assist four County Farm Bureau organizations in developing, maintaining and executing successful programs and membership services that meet the needs of members with efficiency and accuracy.

PRIMARY DUTIES:

- Support company operations by maintaining office equipment, supply inventory, and systems.
- Maintain accurate membership records on all members through the database.
- Maintain an accurate file system, whether it is done electronically or in hard copy. The filing system will be such that it is easily accessible and organized so that the organization director can utilize it and be done within the parameters set forth by the Ohio Farm Bureau.
- During office hours, promote company activities, member services, etc. as directed by the supervisor.
- Work in conjunction with the organization director in putting together mailings for the county Farm Bureaus.
- Develop and foster a good working relationship with company and its affiliates.
- Maintain an attractive office that includes good housekeeping practices, regular work hours and good telephone communication habits. Inform organization director of any building maintenance issues.
- Reach out to members for customer service interactions, including member retention.
- Attend special meetings or conferences that will aid in maintaining and improving the position of marketing and media associate as directed by the organization director.
- Will serve as the Marketing & Design Manager for *edible Columbus* magazine
- Perform other duties as assigned by the 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
- Proficient in basic computer skills (QuickBooks and Microsoft)
- Experience with Google Drive/Docs
- Strong written and verbal communication skills
- Self-starter with ability to multi-task and maintain deadlines
- Outstanding organizational skills
- Understanding of Farm Bureau

Starting pay for this position is \$15 per hour. *This position does not offer a health insurance benefit.*

APPLICATION PROCESS

The position is opened until filled. Review of applications begins on November 12, 2021. Interested candidates are advised to apply by this date to receive full consideration, although the position will stay open until filled.

Your application should be addressed to Melinda Lee, Organization Director, and consists of three items: a cover letter, resume, and contact information for three professional references (indicate relationship to you). In your cover letter please address how your experience and background meet the requirements of the position. Please combine these as a single PDF file and submit via email to mlee@ofbf.org and for the subject line use "Marketing and Media Associate."