

County Office Administrator Immediate Opening

The Carroll, Harrison, Jefferson, & Tuscarawas County Farm Bureaus, a non-profit organization, is seeking a county office administrator (24 hrs/week) for immediate hire. This position offers a rewarding, enjoyable, and fast-paced office environment for the individual that likes daily variety in their job.

Primary Duties:

1. Receive office visitors and answer calls with a helpful and positive attitude.
2. Promote Farm Bureau activities, member services, benefits etc.
3. Maintain accurate membership records on members through the online membership database.
4. Maintain each county Farm Bureau's website and Facebook pages.
5. Assist Organization Director with event logistics and maintain an event promotion schedule.
6. Assist Organization Director with preparing board packets and typing meeting minutes.
7. Assist with membership 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 Appointed Insurance agents, and staff of Ohio Farm Bureau.
9. Attend special meetings or conferences that will aid in maintaining and improving your skills as a County Office Administrator as directed by the office manager.
10. Perform other duties as assigned by the office manager.

MINIMUM QUALIFICATIONS:

- High School diploma
- Excellent customer service skills
- Proficient in basic computer skills (Microsoft) and Google Drive/Docs
- Basic design and communications/marketing knowledge
- Strong written and verbal communication skills
- Self-starter with ability to multi-task and maintain deadlines
- Outstanding organizational skills

PREFERRED QUALIFICATIONS

- Bachelor's degree or previous administrative customer service experience
- Previous job experience with Quickbooks, Wordpress websites, Canva design software, and social media
- Understanding of Farm Bureau and/or agriculture

This position offers a flexible schedule working three, eight hour days a week.

Office located in New Philadelphia, Ohio

To apply, please send a letter of interest to:

Trevor Kirkpatrick - Organization Director

tkirkpatrick@ofbf.org.

Letters of interest will be accepted through October 13, 2023