

MEMBERSHIP MARKETING INTERN POSITION AVAILABLE IN BUTLER, HAMILTON, MONTGOMERY & PREBLE COUNTY FARM BUREAU

POSITION SUMMARY: Provide special project and program support to the Organization Director to meet the needs of membership relative to established organizational goals and objectives. Full time availability is preferred, however the position is flexible starting in May/June/July based on student's availability, class schedule, and workload desire. Flexible scheduling but work may require specific evenings and weekends.

PRIMARY DUTIES:

- Develop and implement membership plans for retention of current members and growth of new members. This includes calling lapsed members, collecting information, and ensuring the membership database is up to date and accurate.
- Work with membership committees to develop programs and services for members.
 - Develop membership marketing and promotional materials, including applications, welcome kits, certificates, membership cards, and other collateral, in collaboration with the Communications department.
- Work with staff on communicating member needs, services and pertinent information for websites, newsletters, and other communication vehicles.
- Suggest new ideas and updates related to membership
- Actively participate in staff meetings
- Assist Organization Director, Office Administrators and counties in maintaining a robust social media presence in the area
- Assist county office staff as assigned by the Organization Director in all areas of county office operations. To include but not limited to administrative tasks, accounting, member correspondence, Nationwide agency support, and member service
- Other duties as assigned by the Organization Director.

MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS

- High School diploma

MINIMUM SKILL QUALIFICATIONS

- Strong interpersonal skills with ability to work with a wide variety of individuals.
- Excellent communication and customer service skills
- Capacity to motivate, enthuse and recognize volunteers
- Proficient in basic computer skills
- Strong written and verbal communication skills
- Self-starter with ability to multi-task in a fast-paced environment and maintain deadlines
- Outstanding organizational skills

MINIMUM OTHER QUALIFICATIONS

- Must have and maintain a valid driver's license and a reliable vehicle
- Residence or available housing within Butler, Hamilton, Montgomery and Preble counties preferred

PREFERRED QUALIFICATIONS

- Interest in agriculture/rural Issues
- Knowledge or experience in agriculture.

- Familiar with Ohio Farm Bureau

COMPENSATION

- Competitive hourly wage
- Mileage reimbursement for personal vehicle use outside of normal travel to office
- Flexible scheduling

To apply please send resume, cover letter, and references to:

Farm Bureau

117 E Walnut St, Suite A

Farmersville, Ohio 45325

or email to cmontoya@ofbf.org

Deadline to apply: May 20 or until position is filled

For further information, questions, or concerns, please contact Organization Director, Christy Montoya via e-mail: cmontoya@ofbf.org or at [513-673-9237](tel:513-673-9237)