

August 2019

BUTTE COUNTY FARM BUREAU

Job Description

Programs Internship

Butte County Farm Bureau (BCFB) is a non-profit grass roots organization whose purpose is to protect and promote the local agricultural community through outreach and advocacy. BCFB is part of California's largest farm organization the California Farm Bureau Federation which is comprised of 53 county Farm Bureaus representing 73,000 members in 56 counties.

Responsibilities:

- Support BCFB Executive Director and staff in operation of the Butte County Farm Bureau.
- Answer telephones; greet members and the public entering the office.
- Perform general clerical duties to include but not limited to: database entry, writing, photocopying, faxing, mailing and filing.
- Become familiar with the organizations membership benefits and programs to educate members and encourage new Farm Bureau memberships.
- Preparation of large mailings (folding, inserting into envelopes, etc.)
- Attend and assist in the organization and execution of all BCFB events and programs as needed.
- Perform other duties as assigned.

Skills Needed:

- Ability to juggle multiple projects with superb accuracy.
- Knowledge and proficiency in Microsoft Office: Outlook, Word, Excel, PowerPoint, Publisher software. Knowledge of graphic design software would be preferable.
- Personable and enthusiastic with a strong sense of urgency and good work ethic.
- Self-starter who can manage their time to accomplish tasks in a timely manner.
- Willingness to balance working with different responsibilities and manage multiple priorities in a professional and productive manner.
- Maintains a basic belief in the value of Farm Bureau membership, community organization and the weight of Butte County's agriculture industry.
- Willingness to learn, ask for help and offer and accept suggestions.
- Able to assist in coordinating volunteer activities.
- Strong public speaking and written/oral presentation skills.
- Professional telephone and electronic communication rapport and etiquette.

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Qualifications:

- Ability to work 10-20 hours per week at BCFB office in Oroville.
- A desire to serve the agricultural community.
- Excellent skills in communication, written and oral.
- A desire to work in a team environment with volunteers.
- An ability to work on own, take initiative, be proactive and find solutions to problems.
- Must be enrolled in a two year or four year college education program.

Compensation:

Hourly, DOE

Internship will take place September thru December of 2019.

Application:

To apply, please submit the following items by September 3rd to jobs@buttefarmbureau.com

- Cover letter
- Resume
- Availability

For questions regarding this posting, please contact:

Colleen Cecil

Butte County Farm Bureau

Executive Director

jobs@buttefarmbureau.com

About Butte County Farm Bureau:

BCFB strives to protect and improve the ability of farmers and ranchers engaged in production agriculture to provide a reliable supply of food and fiber through responsible stewardship of California's resources.

Farm Bureau is organized on a county, state and national basis. The county Farm Bureau is the nucleus of the organization. Membership is voluntary by payment of nominal annual dues which entitles them to the wide range of services and benefits of membership.