

Position Opening Minnesota Farm Bureau Foundation Team Intern

Position Description:

The Minnesota Farm Bureau Foundation is announcing a 2018 Foundation Internship position in the Eagan, Minnesota office. The internship is for December 2017 (40 hours per month) and January 2018 (40 hours per month), May – the end of the August 2018 (80 hours each month). Work Schedules to be determined. The intern will be supervised by the Director of the Foundation.

Responsibilities:

- The intern will assist all members of the Foundation Team with work on a number of programs, activities and functions, including but not limited to:
 - MN Leadership Conference (January)
 - MN Young Farmers & Ranchers & MN Promotion & Education Summer Planning Event
 - MN Farm Bureau Foundation Golf Tournament (June)
 - Sporting Clay Tournament (June)
 - Farmfest (August)
 - Manage Imagination Station/My American Farm Program
 - May assist other teams as needed

Tasks:

- The intern will be asked to assist with event planning, mailings, fundraising, volunteer recruiting, daily office duties and program development

Benefits:

- Professional development opportunities, flexible schedule, diversity in job duties, networking opportunities within the agriculture community and Farm Bureau.

Qualifications:

- Students who are pursuing a degree in communications, marketing, leadership, agriculture or a related field are encouraged to apply.
- All applicants will be considered.
- Experience and aptitude in exploring business applications of social media and strong writing skills are required.
- The skill level of the internship is ideal for undergraduate students.
- Computer skills required, intern is required to have a personal computer.
- Must possess strong organization and communication skills.
- Must have valid MN Driver's License

Starting Date: December 2017

Job Location: Minnesota Farm Bureau office, Eagan, Minnesota

Application Procedures: Cover letters with resume and references accepted. Resumes can be mailed or emailed. Interviews will be scheduled following application deadline.

Resumes should be sent to by November 10, 2017:

Minnesota Farm Bureau Foundation
Attn: Ruth Meirick
3080 Eagandale Place
Eagan, MN 55121
Email: ruth.meirick@fbmn.org

Questions: Contact Ruth Meirick at 651-768-2115 or ruth.meirick@fbmn.org