

Position Opening
Minnesota Farm Bureau Federation Public Relations Team
Public Relations Assistant

Position Description:

The Public Relations Assistant will support the Public Relations Director with programming and public relations projects. This is a full-time position.

Responsibilities:

- Assist with 20 page tabloid membership publication
- Prepare leader e-letters
- Assist with news releases
- Prepare print ads and other graphic design projects
- Serve as webmaster
- Assist with coordination of social media
- Develop PowerPoints
- Assist with promotion and outreach of the organization's events

Qualifications Desired:

- Possess a positive attitude
- Excellent written and oral communication skills
- Working knowledge of agriculture is beneficial
- Organizational skills
- Customer service oriented
- Ability to work with print, sign, web and social media projects
- Computer experience required – knowledge of Microsoft Office and Adobe Creative Suite preferred

Job Location: Minnesota Farm Bureau Federation state office building, Eagan, MN

Starting Date: August 2017

Benefits: Competitive wages and benefit package

Application Procedures: Resumes with cover letters accepted until July 28, 2017. Please include qualifications, background, education and references. Resumes can be mailed or emailed. Interviews will be scheduled following application deadline.

Resumes should be sent to:

Minnesota Farm Bureau Federation
Attn: Kristin (Campbell) Harner
PO Box 64370
St. Paul, MN 55164-0370

Email: kharner@fbmn.org Attn: Kristin (Campbell) Harner

Questions: Contact Kristin Harner at office 651-768-2118