



FLORIDA FARM BUREAU FEDERATION

THE VOICE OF AGRICULTURE

Florida Farm Bureau Internship Program

The Florida Farm Bureau Internship Program is available to students enrolled in post-secondary education majoring in agriculture and related disciplines. We plan to offer a variety of internships related to our eight departments.

Executive Office/Legal	Ag Policy/ National Affairs	Local Government Affairs	State Legislative Affairs
Public Relations	Federation Accounting	Florida Ag Marketing	Field Services

Students seeking practical experience in a dynamic professional office environment should apply to the program. Internships are six weeks with varying time frames. Please check each track carefully and make sure you can commit the time during the stated period of the internship. One applicant, for each internship offered, will be selected through an application and interview process with Farm Bureau's division managers and Intern Program Coordinator.

Qualifications: All applicants must be enrolled in a post-secondary institution. Preference will be given to students majoring in agriculture and related disciplines. Applicants must hold a basic knowledge of business operations, possess good communication skills and have an interest in citizens' lobbying initiatives.

Compensation: Individuals selected to participate in the program will be employed through a Temp Service and will receive payment of \$10 per hour worked. Work schedules may be flexible, but assume each intern should work 20 hours per week for six weeks.

Evaluation: Managers will provide a written assessment of each intern's work performance during their assignment at Florida Farm Bureau. The Director or staff of each department will supervise interns while they are working at Florida Farm Bureau.

To Apply: (Link to application)

Applications for Florida Farm Bureau Internship program must include the following items:

1. A resume and cover letter. Cover letter must indicate preferred tracks by priority.
2. A current official college or university transcript.
3. Two letters of recommendation.
4. Application deadlines: (vary by track; see track description)

Questions: Please contact the Intern Program Coordinator for any questions regarding the application process or individual division requirements.

Intern Tracks and Synopsis of Duties

Executive Office/Legal: Internship will include one track.

EO Track 1: Executive Office/Legal

Description and Timeframe: Spring/Summer

Location: Gainesville, FL

The Executive Office and General Counsel in Florida Farm Bureau Federation consist of our Senior Management, which is responsible for day-to-day operations, budget management, and the overall direction of the organization.

We are seeking a qualified intern to assist Senior Management and the General Counsel with day-to-day organizational issues, as well as participate in discussions about agricultural policy issues and employee relationships.

Responsibilities

- Work with and interact with volunteer leaders
- Attend management meetings
- Work with management to implement organizational policy
- Assist with planning and program development
- Participate in organizational campaigns and efforts
- Assist with Industry relations
- Work with University of Florida
- Assist with member and staff communications
- Observe and learn organizational management

Requirements

The Executive Office and General Counsel are looking for an undergraduate student with a background in agriculture and communications to fill this position. This intern must be organized and demonstrate excellent verbal and written communication skills, with adequate knowledge of web and social media. The candidate should be a detail-oriented, self-starter with excellent time management skills.

Benefits

This internship will provide an opportunity to be involved with our state's largest agricultural organization, while participating in day-to-day organizational issues, and discussions about agricultural policy issues and employee relationships.

Agricultural Policy/National Affairs: Internship will include one of two different tracks. CARES (County Alliance for Responsible Environmental Stewardship) recognition program and National Affairs.

AP Track 1: CARES, County Alliance for Responsible Environmental Stewardship

Description and Timeframe: April 1 thru May 10

Location: Gainesville, FL

The County Alliance for Responsible Environmental Stewardship (CARES) program was founded in 2001 to provide public recognition for farmers and ranchers who have voluntarily implemented Best Management Practices (BMPs) on their operations.

In 2019, Florida Farm Bureau will host the 19th Annual Suwannee CARES Celebration to award multiple farmers and ranchers with an official This Farm CARES designation. This signature event includes guest speakers, food booths sponsored by various commodity and agricultural associations, and 500- 700 guest eager to enjoy food and fellowship. This event is a long- standing tradition to the agricultural community in the Suwanee River Valley area and the volunteer committee works diligently each year to conduct a successful and effective event.

The CARES program is looking for a qualified intern to assist with various aspects of the planning and execution of our annual Suwannee CARES Celebration.

Responsibilities

- Serve as a point of contact with CARES recipients and County Administrative Assistants
- Assist recipients with profile questionnaire completion and complete profiles for web
- Assist with sign and certificate orders
- Assist with event preparations and communications between staff
- Assist with organizing door prize items
- Assist with execution of event
- Assist with gathering data and communications after event, including news releases & cards

Requirements

The CARES program is looking for an undergraduate student with a background in agriculture and communications to fill this position. This intern must be organized and demonstrate excellent verbal and written communication skills. The candidate should be a detail-oriented, self-starter with excellent time management skills.

Benefits

This internship will provide an opportunity to be involved with our state's largest agricultural organization, while promoting environmentally sound farming practices.

AP Track 2: National Affairs

Description and Timeframe: April 15 thru May 24

Location: Gainesville, FL (Includes trip to Washington D.C.)

Florida Farm Bureau advocates on behalf of farm families on the local, state and national levels. Advocacy is a powerful and necessary tool for the implementation of Farm Bureau policy.

Each year, county Farm Bureau members across Florida travel to Washington, D.C. to meet with lawmakers, expressing their viewpoints on a variety of federal policy issues. The National Affairs Coordinator is responsible for organizing Florida Farm Bureau's annual Field to the Hill trip, a grassroots fly-in of approximately 100 farmers to Washington, D.C. in April or May.

The National Affairs Division is looking for a qualified intern to assist with the planning, organization, and implementation of the 2019 Field to the Hill trip. The intern is expected to attend Field to the Hill.

Responsibilities

- Schedule appointments with U.S. Senators and Representatives; secure space
- Schedule appointments with agencies (USDA/EPA/DOL)
- Arrange luncheon on or near the Hill for Congressmen and staff to attend
- Plan and promote reception/event for Congressmen, staff, and Farm Bureau members
- Coordinate dinner arrangements at multiple venues
- Serve as primary point of contact for Farm Bureau member attendees
- Process conference registration and organize hotel reservations for all attendees
- Develop materials to promote participation
- Prepare members prior to the trip (directions, topic briefs)
- Prepare and format materials for Congressional offices stating our policy positions
- Evaluate the conference by members and take ownership of the Conference Agenda

Requirements

The Ag Policy Division is looking for an undergraduate student with a background in agriculture and communications to fill this position. Strong preference will be given to students who have completed AEC 3209: Instructional and Event Planning. This intern must possess strong communication skills, have a passion for public policy, and present themselves professionally at all times. A self-starter that is organized and detail oriented with excellent time-management skills and respectful of deadlines is a must.

Benefits

This internship plays a significant role in shaping the federal advocacy experience for the state's largest agricultural organization and its membership. Professional networking with industry leaders, exposure to effective advocacy strategies, and practical experience with planning this annual event are among the benefits associated with this internship.

State Legislative Affairs: Internship will include one track

SLA Track 1: State Legislative Affairs

Description and Timeframe: February 11 thru March 22

Location: Tallahassee, FL

Each year Florida Farm Bureau advocates for the benefit of members across the state in Florida's capitol. Florida Farm Bureau helps to drive agriculture's legislative agenda and truly serves as the Voice of Florida Agriculture in Tallahassee. During the 60 Day legislative Session and the committee weeks leading up to it, FFBF's legislative office is busy developing and advocating for the agriculture agenda for that year.

Interns will get an inside view of what the legislative process really involves by performing tasks that help the state legislative office run. They will feel the thrill of passing statewide policy, experience important committee meetings, understand the frustrations of situations out of their control and work with some of the most influential people in Florida politics.

Responsibilities

- Attend committee hearings, take notes and report back to director
- Attend Ag Coalition meetings
- Perform legislative research
- Track Bills
- Develop Grassroots involvement strategies
- Develop briefing materials
- Provide basic support for Farm Bureau Day briefing breakfast and Taste of Florida Agriculture Reception
- Shadow members of the state legislative team and experience real life meetings

Requirements

The State Legislative Affairs Division is looking for an undergraduate student with a background in agriculture and communications to fill this position. This intern must possess strong communication skills, have a passion for public policy, and present themselves professionally at all times.

Benefits

This internship will provide an opportunity to be involved with our state's largest agricultural organization, while developing valuable contacts in our state capitol as well as with Farm Bureau leadership throughout the state and across a diverse cross-section of agribusiness.

Federation Accounting: Internship will include one track.

FA Track 1: Federation Accounting – AEST Accounts Receivable

Description and Timeline: Spring/Summer

Location: Gainesville, FL

The main role of accounts receivable clerks is to ensure that their company or organization receives payments for goods and services and properly records the transactions. The duties and responsibilities of this position require not only a knack for numbers, but also attention to detail and well-developed organizational skills.

This position will enter invoices and record payments for our affiliate company Agriculture Education Services & Technology (AEST). They will also update the procedures manual for corporate accounting to review internal control procedures and maintain standard operating process for recording deposits, disbursing payments, and other accounting functions for AEST.

Responsibilities

- Become familiar with the daily operations of an accounting office.
- Become familiar with the role of an Accounts Receivable Clerk.
- Record invoices and payments received in QuickBooks for AEST.
- Update procedures manual to review internal control procedures and maintain standard operating process for recording deposits, disbursing payments, and other accounting functions for AEST.

Requirements

The Accounting Division is looking for a qualified undergraduate student with a background in basic bookkeeping procedures to fill this position. The intern must be organized and proficient in written and verbal communication. This position requires special attention to detail as well as a commitment to research and self-audit. The creation and utilization of spreadsheet oriented work papers and the use of double-entry accounting are the basic elements needed to become a successful intern. Familiarity with Intuit QuickBooks and Microsoft Excel software are a plus. Following an adequate training period, we need a self-starter with time management skills.

Benefits

This internship will provide an opportunity to be involved with the state’s largest agricultural organization, while gaining real-life experience and knowledge in basic accounting functions, record keeping and the daily operations of a support-driven accounting office. A qualified intern will become familiar with working side-by-side with management and staff on a variety of projects relating to corporate finance. Contact with members, vendors and other accounting professionals will contribute to the learning experience.

For any questions regarding the Florida Farm Bureau Federation Intern Program, please contact:

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