



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/AEST	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 are available to fulfill all position requirements during the stated period of the internship. Qualified applicants 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 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: Fall

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 track.

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

Description and Timeframe: September 2, 2019- October 11, 2019

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. Since the program's inception, more than 800 farmers and ranchers have been recognized for their environmental stewardship efforts. Part of a farmer's recognition is a customized This Farm CARES sign to display at their farm gate or on a nearby roadway for consumers passing by to see.

This fall, the CARES program will start replacing signs awarded when the program first began. The goal of this program is to help past recipients, whose BMP programs are in compliance, receive a new, updated CARES sign. Up to 60 new signs will be presented to producers throughout the Suwannee River Basin. A secondary goal of this program is to also enhance overall program marketing and provide positive public relations opportunities for local County Farm Bureaus.

The CARES program is looking for a qualified intern to assist with the execution of the CARES Sign Replacement Program.

Responsibilities

- Serve as a point of contact with CARES recipients and County Presidents
- Order customized CARES signs for past recipients
- Coordinate new sign presentations between County Farm Bureaus and CARES recipients
- Write press releases for local media and for County Farm Bureaus to use on social media
- Assist with online media, including web and social media

Requirements

The CARES program is looking for an undergraduate student with a background in agricultural 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, communication and web development skills.

Benefits

This internship will provide an opportunity to be involved with our state's largest agricultural organization, while promoting environmentally sound farming practices and educating the public on agriculture's role in protecting Florida's natural resources.

Local Governmental Affairs: Internship will include one of two different tracks. Florida County Information and Urban Agriculture: Methods, Definitions and Constraints.

LGA Track 1: Florida County Information

Description and Timeframe: Fall

Location: Gainesville, FL

The purpose of the Local Government Affairs Division is to surface and address regulatory issues that affect farmers. The subject matter of the issues is broad in spectrum and includes water, environmental resources as well as zoning, classification and taxation of farm land.

We are seeking a qualified intern to assist the Local Governmental Affairs Division staff by updating a county regulation information database and dispersing the completed product to county Farm Bureau leaders.

Responsibilities

- Develop a working understanding of state and local statute and code
- Become familiar with current FFBF policies
- Become familiar with the 2010 County Information database
- Become familiar with the Municode website
- Cooperate with division staff and create a plan of action to address the update
- Perform an update of the County Information database by deleting out-of-date information and inserting new information
- Create a platform to disperse completed product to county Farm Bureau leaders

Requirements

The Local Government Affairs Division is looking for a qualified undergraduate student preferably with background in agriculture and law to fill this position. The intern must be well-organized and proficient in written and verbal communications. This position requires a passion for public policy and the ability to research legal municipal code and present findings. Familiarity with Word and Excel is mandatory. The candidate should be very detail-oriented and a 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 working at the grassroots level to maintain and strengthen the rights of property owners. Successful internship will open opportunities to applicant with numerous public and private contacts.

LGA Track 2: Urban Agriculture: Methods, Definitions and Constraints

Description and Timeframe: Fall

Location: Gainesville, FL

The Purpose of the Local Government Affairs Division is to surface and address regulatory issues that affect farmers. The subject matter of the issues is broad in spectrum and includes water, environmental resources as well as zoning, classification and taxation of farmland.

We are seeking a qualified intern to assist the Local Governmental Affairs Division Staff by researching commercial “bona fide” agriculture in the urban environment and developing a strategy for Florida Farm Bureau to support this growing sector of agriculture. The research will involve reviewing urban agriculture throughout the country and speaking directly with many growers, civic leaders and municipal staff.

Responsibilities

- Research the different methods of urban agriculture and be able to separate commercial “bona fide” agriculture from hobbyists and community gardens/projects
- Develop a working understanding of the interactions and conflicts between urban agriculturalists and municipalities
- Become familiar with current FFBF policies and evaluate support level for urban agriculture
- Research Florida Statute and determine constraints to urban agriculture
- Cooperate with division staff to develop a strategy to address current constraints while maintaining current protections afforded in statute to rural agriculture
- Assist in educational outreach to promote resolution to all parties

Requirements

The Local Government Affairs Division is looking for a qualified undergraduate student preferably with background in agriculture and law to fill this position. The intern must be well organized and proficient in written and verbal communications. This position requires a basic knowledge of Parliamentary Procedure, a passion for public policy, and the ability to research issues and present findings. Familiarity with Word, Excel, and Power Point is a plus. 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 working at the grassroots level to maintain and strengthen the rights of property owners. Successful internship will open opportunities to applicant with numerous public and private contacts.

Public Relations: Internship will include one track.

PR Track 1: Public Relations

Description and Timeframe: Fall

Location: Gainesville, FL

The Public Relations Department in Florida Farm Bureau Federation oversees the preparation of news and feature articles for both print and electronic media, photography of events and agriculture in the field, and the creation of daily content for Federation's social media outlets.

The PR Department is looking for a qualified intern to assist with content for *FloridAgriculture* Magazine or e-Newsletter, pertinent social media and website content and small video production projects.

Responsibilities

- Preparation of news and feature articles for print and electronic media
- Basic photography of people and events
- Assist with social media planning and/or campaigns
- Assist and/or create content for infographics
- Assist with small video production projects
- Produce news releases

Requirements

The PR Department is looking for an undergraduate student with a background in communication to fill this position. Experience in agriculture is preferred. 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. Experience with Microsoft Office is required, and any experience with Adobe InDesign is a bonus.

Benefit

This internship will provide an opportunity to be involved with our state's largest agricultural organization, while gaining valuable experience communicating the benefits of the state's second largest economic contributor to our members and the general public.

Field Services: Internship will include one track.

FS track 1: Event Planning and Management

Description and Timeframe: September 23, 2019 – November 8, 2019

Location: Gainesville, FL - Includes Travel to Orlando, FL : October 29 – November 1

Students should have completed at least their sophomore year of undergraduate coursework, with a major in agriculture, policy, leadership, event planning or a related field. The intern will assist staff in the planning and implementation of the 78th Florida Farm Bureau State Annual Meeting. The intern will also work with staff to implement and execute this event. This internship is well suited for individuals who are interested in program development/event planning in the agriculture industry. The skill level of the internship is ideal for undergraduate students.

Responsibilities

- Development of meeting and event agendas as well as conference creatives
- Development of training tracks offered during the conference
- Assist with onsite meeting and conference coordination
- Assure meetings are completed within budget constrictions
- Work with meeting and event venues on final details and BEO process
- Organized packing and setup of meeting events

Requirements

The Field Services Division is looking for a qualified undergraduate student with a background in agriculture, leadership, communications or event planning to fill this position. The intern must be organized and proficient in written and verbal communication. Familiarity with Word, Excel, PowerPoint and InDesign is a plus. The candidate should be a detail-oriented, self-starter with excellent time management skills and ability to work without direct supervision.

Benefits

This internship will provide an opportunity to be involved with the state's largest agricultural organization. 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. Class credit will also be honored depending upon the institution requirements.

AEST: Internship will include one track.

AEST Office Track 2: Event Planner

Description and Timeframe: August 26, 2019 – October 4, 2019

Location: Lakeland, FL – Includes Travel to Daytona Beach, FL : September 26-29

The Agriculture Education Services and Technology, Inc. (AEST) office is a subsidiary company of Florida Farm Bureau Federation and consist of our AEST Management team, which is responsible for day-to-day operations, budget management, certification record maintenance, online certification platform management, certification curriculum development, and policy and process development for the certification process. AEST was founded in 2011 with the mission to provide the agricultural industry with a highly skilled, highly trained workforce through the development of rigorous and relevant certification exams.

We are seeking a qualified inter to assist AEST with various aspects of the planning, organization, and execution of our annual Agriculture Teacher and Industry Networking Conference. The intern will be provided the opportunity to attend the conference.

Responsibilities

- Create and distribute conference registration forms.
- Develop materials to promote participation.
- Promote the conference to various audiences.
- Organize speakers and workshop presenters for the conference.
- Create and prepare conference materials.
- Prepare and organize conference sessions and activities.

Requirements

The AEST office is looking for an undergraduate student with a background in agriculture and communications to fill this position. This intern must possess strong communication skills, demonstrate excellent verbal and written communication skills, and present themselves professionally at all times. Working knowledge of design software and social media are a plus. A self-starter that is organized and detail oriented with excellent time-management skills, respectful of deadlines, and passionate about providing quality professional development is a must.

Benefits

This internship will provide an opportunity to be involved with our state’s largest agricultural organization, while promoting initiatives to create a solid, skilled workforce for the agricultural industry through the AEST certification process.

Florida Agricultural Marketing Association: Internship will include one track.

FAMA track 1: Florida Agricultural Marketing Association

Description and Timeframe: Fall

Location: Leesburg, FL

The Florida Farm Bureau Marketing Division markets fresh “Florida’s Best” ® citrus, peanuts and other commodities produced by Florida Farm Bureau members to other Farm Bureau members throughout the country

The Florida Agricultural Marketing Association is looking for a qualified intern to assist in the coordination, promotion, sale and distribution of agricultural food products.

Responsibilities

- Utilize on-line inventory program to analyze inventory needs for upcoming sales
- Assist with temporary employees
- Make sales contacts with individual counties
- Develop relationships with customers for future delivery/sales decisions
- Analyze delivery and product availability schedules, verify quality issues and coordinate deliveries

Requirements

The Florida Farm Bureau Marketing Division is looking for a qualified undergraduate student to fill this position. Applicant must be knowledgeable in Quick Books and Microsoft Excel. The candidate should be a detail-oriented, self-starter with excellent time management skills. Applicants must be able to work at our Leesburg office a minimum of 20 hours per week during regular business hours.

Benefits

This internship will provide an opportunity to be involved with the state’s largest agricultural organization, while gaining practical experience by utilizing knowledge obtained from the classroom as well as developing new skills in marketing, logistics and business management.

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

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