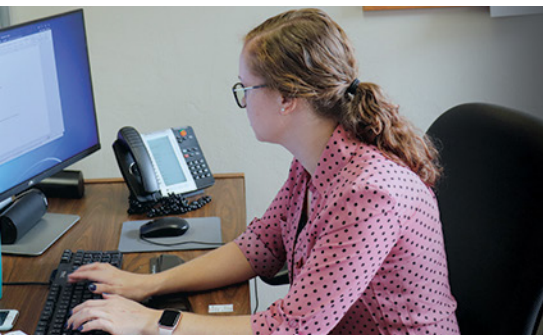


FLORIDA FARM BUREAU FEDERATION  
**INTERNSHIP PROGRAM**



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

Students seeking practical experience in a dynamic, professional office environment are encouraged to apply for the Florida Farm Bureau Federation Internship Program. Internships are six weeks long with varying start times. Please check each track carefully to ensure that you can commit the required time during the internship. Once the application period has concluded, qualified interns will be selected through an interview process with Farm Bureau division managers and the Internship Program Coordinator.

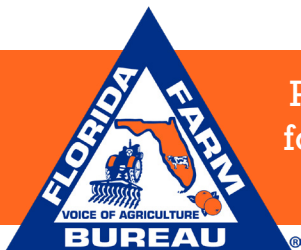
**Qualifications:** All applicants must be enrolled in a post-secondary institution. Preference will be given to students majoring in agriculture and related disciplines. Applicants must hold a basic knowledge of business operations, possess good communication skills and have an interest in citizens'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

**Compensation:** Selected applicants will receive compensation of \$10 per hour. Work schedules may be flexible, however each intern is asked to work an average of 20 hours per week during the six-week period.

**To Apply: ([Link to application](#))**

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

1. A resume and cover letter. Cover letter must indicate preferred track.
2. A current college or university transcript. (unofficial transcript accepted)
3. Two letters of recommendation.
4. Application period: December 13, 2019 - February 14, 2020



Please contact the Internship Program Coordinator for any questions regarding the application process or specific division requirements.

FLORIDA FARM BUREAU FEDERATION

# INTERNSHIP PROGRAM

## 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.

FLORIDA FARM BUREAU FEDERATION

# INTERNSHIP PROGRAM

## **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:** March 2 thru April 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 addition to public recognitions, the CARES program uses online media to highlight new CARES recipients. This year's intern will have the opportunity to help tell each recipient's story of environmental stewardship by creating farmer profiles for the CARES website as well as social media posts for the weekly #ThankAFarmer feature.

## **Responsibilities**

- Assist CARES Coordinator in maintaining CARES website and social media pages
- Assist recipients with profile questionnaire completion
- Create farmer/rancher profiles for CARES website to include:
  - Photos and/ or videos of recipients and their BMP programs
  - Informational text about recipients and their BMP programs
- Create social media posts for weekly #ThankAFarmer feature
- Use social media to direct users/followers to CARES website
- Monitor social media posts' performance and website traffic

## **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.

# FLORIDA FARM BUREAU FEDERATION INTERNSHIP PROGRAM

## **AP Track 2:** National Affairs

**Description and Timeframe:** March 30 thru May 8

**Location:** Gainesville, FL **(Includes trip to Washington D.C. : April 28 – 30, 2020)**

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 2020 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.

FLORIDA FARM BUREAU FEDERATION

# INTERNSHIP PROGRAM

## Public Relations

*Internship will include one track.*

**PR Track 1:** Public Relations

**Description and Timeframe:** Spring/Summer

**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.

## Benefits

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.

# FLORIDA FARM BUREAU FEDERATION INTERNSHIP PROGRAM

## AEST

*Internship will include one track.*

**AEST Office Track 1:** Policy and Operating Procedures Development Intern

**Description and Timeframe:** Spring/Summer

**Location:** Lakeland, FL

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 intern to assist AEST review and update policies for proctors, teachers and student/candidates. This position will also document operating procedures for AEST activities that will be incorporated into a comprehensive manual.

## Responsibilities

- Become familiar with daily operations of the AEST office
- Assist with planning and program development for teacher and proctor workshops.
- Assist with customer communications
- Create printable materials for exam policies, such as scripts for proctoring exams and resetting account passwords
- Review and update all procedure manuals to reflect current internal control processes including operating processes for approving proctor, teacher and student/candidate accounts, promotional code use, data collection, merging duplicate account records, transferring student accounts to different school accounts and more

## Requirements

The AEST office is looking for an undergraduate student with a background in agriculture and communications to fill this position. This position requires special attention to detail as well as a commitment to research proven strategies and self-audit procedures to ensure they are applicable and fair in all traditional school systems. This intern must be organized and demonstrate excellent verbal and written communication skills, with adequate knowledge of design software. 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 gaining real-life experience and knowledge in policy and procedure development, implementation, and the daily operations of a small business.

FLORIDA FARM BUREAU FEDERATION

# INTERNSHIP PROGRAM

## Field Services

*Internship will include one of two different tracks.*

**FS Track 1:** Event Planning and Management

**Description and Timeframe:** June 8 thru July 17

**Location:** Gainesville, FL **(Includes Travel to Fort Myers, FL: July 9 - 12)**

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 Young Farmers & Ranchers Leadership Conference. 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.



# FLORIDA FARM BUREAU FEDERATION INTERNSHIP PROGRAM

**FS Track 2:** Women's Leadership Program

**Description and Timeframe:** Spring/Summer

**Location:** Gainesville, FL

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 development & revamp of Women's Program resources. This internship is well suited for individuals who are interested in program development/leadership in the agriculture industry. The skill level of the internship is ideal for undergraduate students

## Responsibilities

- Develop understanding of Women's Leadership Program
- Development of program promotional material
- Revamp of Women's Leadership Program Handbook
- Develop program resources for county use

## 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.



For any questions regarding the Florida Farm Bureau Federation Intern Program

Please Contact:

**Jason Mathis**

Assistant Director of Ag Policy  
Intern Program Coordinator

**[Jason.mathis@ffbf.org](mailto:Jason.mathis@ffbf.org)**

**352-384-2612**

