



# 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.

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

Students seeking practical experience in a dynamic professional office environment should apply to the program. 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 \$11 per hour worked. Work schedules may be flexible, but a total of 8 to 12 weeks should be completed during each internship with a maximum of 240 hours worked for the entire internship.

**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:** [Florida Farm Bureau Internship Program | Florida Farm Bureau](#)

Applications for 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 date: July 15 – August 31, 2022

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

## **Intern Tracks and Synopsis of Duties**

**Field Services:** Internship will include one track.

### **FS track 1: Event Planning and Management**

**Description and Timeframe:** August 31, 2022 – November 4, 2022

**Location:** Gainesville, FL - **Includes Travel to Orlando, FL: October 26 – 28, 2022**

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 81<sup>st</sup> Florida Farm Bureau Federation 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 coordinating guests/speakers information prior to the event
- Create/manage online communication with attendees prior to event
- Organize materials for smooth registration process
- Organize and confirm large award orders
- Assist with onsite meeting and conference coordination
- 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 \$11 per hour worked.

**Ag Policy:** Internship will include one track.

**AP Track 1: Policy Development Process**

**Description and Timeframe: August 29, 2022 – November 4, 2022**

**Location: Gainesville, FL - Includes Travel to Orlando, FL: October 26 – 28, 2022**

Florida Farm Bureau Federation’s policy development process is a proven method for creating, modifying and adopting reliable policies for the organization. The Ag Policy intern will assist County Farm Bureaus, commodity and issue based Advisory Committees and state staff in the policy development process leading up to the 81<sup>st</sup> Florida Farm Bureau Federation Annual Meeting October 26-28, 2022 in Orlando, Fla. The intern will follow this process through the final stages as amendments and new resolutions are reviewed by the Oversight Committee before they are reviewed and voted on by delegates at the annual meeting.

In addition to responsibilities within the policy development process, the intern will also assist staff in setting the agenda and creating the attendee packet for the collective committee meeting of our Advisory Committees – the Winter Advisory Committee Conference (WACC) held each spring.

**Responsibilities**

- Prepare and format documents for policy meetings
- Attend FFBF and American Farm Bureau weekly staff meetings
- Work with events team on final details of Annual Meeting policy sessions
- Assist in final coordination of the FFBF Board of Directors Traveling Board Meeting Ag Tour (attendance of the tour is optional)
- Assist staff and voting delegates during policy sessions at Annual Meeting
- Assist in the development of the agenda and attendee packet for the Winter Advisory Committee Conference (WACC)

**Requirements**

The Ag Policy Division is looking for a qualified undergraduate student with a background in and/or appreciation of agriculture to fill this position. The intern must be capable of effectively presenting information and responding to questions from a variety sources. Should have sound verbal, written and virtual communication skills. Must be capable of developing, preparing and presenting reports to staff, membership or others on various agricultural related issues.

**Benefits**

This internship will provide an opportunity to be involved with the state’s largest agricultural organization as they develop policy that guides their advocacy efforts. The intern will be able to build a network within the Ag Industry that will serve them well moving forward in their career. The intern will also be given an opportunity to build upon and develop essential tools as they get hands on experience in an office environment. Individuals selected to participate in the program will be employed through a Temp Service and will receive payment of \$11 per hour worked.

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

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