



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 eight to 12 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 \$11 per hour worked. Work schedules may be flexible, but a total of eight to 12 weeks should be completed during each internship. A maximum of 240 hours are available throughout each 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. Two writing samples for applicants interested in PR tracks.

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

Field Services: Internship will include three tracks.

FS track 1: Event Planning and Management

Description and Timeframe: May 8 thru July 14

Location: Gainesville, FL - Travel to Orlando July 6-9

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 and/or virtual meeting and conference coordination
- Assure meetings are completed within budget constrictions
- Work with meeting and event venues on final details
- Organized packing and setup of meeting events
- Organize and implement competitive events
- Assist with directing the State YF&R Leadership Team to facilitate the program

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 and the largest leadership conference for the YF&R age range. 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 10 weeks should be completed during each internship with a maximum of up to 40 hours available each week.

FS Track 2: Membership marketing and event planning

Description and Timeframe: August 28 – October 30 (10 weeks)

Location: Gainesville, FL - Possible travel October 24-27

Students should have completed at least their sophomore year of undergraduate coursework, with a major in agriculture, marketing, leadership, event planning or a related field. The intern will assist staff in our year-end membership goal with marketing, communications and strategic development. In addition, the intern will help plan and execute our member benefits showcase at our annual meeting.

Responsibilities

- Content and email creation for counties and state programs
- Help develop an incentive based goal program for county farm bureau's
- Strategically develop a year-end marketing plan for members
- Implement a membership onboarding process for new members
- Recruit and confirm possible sponsors, vendors and exhibitors for the member benefits showcase
- Create lead list and out-reach to outside organizations and businesses about attending the member benefits showcase
- Develop creative ideas and strategies to provide value for attendees and exhibitors
- Attend the member benefits showcase and maintain responsibility for exhibitor relations and coordination.

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, Canva, PowerPoint and InDesign/Affinity is a plus. The candidate should be a detail-oriented, self-starter, creative, 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. The intern will get direct experience with: constant contact, CRM management, sales experience, marketing and messaging experience, and event planning. 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 10 weeks should be completed during each internship with a maximum of up to 40 hours available each week.

FS track 3: Event Planning and Management

Description and Timeframe: August 14, 2023 – November 3, 2023 (12 weeks)

Location: Gainesville, FL - Includes Travel to Orlando, FL: October 25 – 27, 2023

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 82nd 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 14, 2023 – November 3, 2023 (12 weeks)

Location: Gainesville, FL - **Includes Travel to Orlando, FL: October 25 – 27, 2023**

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 82nd Florida Farm Bureau Federation Annual Meeting October 25-27, 2023 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 – Ag Policy and Outlook Conference 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 Ag Policy and Outlook Conference

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.

Public Relations: Internship will include two tracks.

PR Track 1: Public Relations: CARES, County Alliance for Responsible Environmental Stewardship

Description and Timeframe: March 13 – May 19, 2023

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, the creation of digital content for the Federation's social media outlets. The division also oversees the CARES program, a statewide recognition program that publically recognizes farm families statewide of their environmental stewardship.

The PR Department is looking for a qualified intern to assist with the event coordination of the **Suwannee CARES celebration**, held May 2, 2023. The internship will assist with event preparation, to include updating profiles for the website, press releases and coordinating family recognitions. In addition to the CARES event, this internship will provide hands-on experience in the field of PR to include photography, writing, web updates and content planning.

Responsibilities

- Create content for social media graphics
- Interview, research and write content for farmer profiles
- Help coordinate the Suwannee CARES celebration to include event preparation, sponsorships, calling recipients and attending meetings
- Write press releases
- Work with our editorial team and division staff to write blogs/podcasts on agricultural-related content

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 WordPress is required, and any experience with Adobe Suite is a plus.

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. 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 10 weeks should be completed during each internship with a maximum of up to 40 hours available each week.

PR Track 2: Event Planner

Description and Timeframe: Summer

Location: Gainesville, FL

In addition to the CARES celebration, the Public Relations Department is seeking an intern to help with the event coordination of the third annual HomeField AGvantage tailgate at two locations: UF and FSU. Both events will be held in either August or September (game TBD). The internship will assist with event preparation to include, web updates, writing press releases, volunteer coordination, hotel arrangements and social media content planning and posting. **This internship requires intern to be available in late June or early July – event kick-off day (August or September-football season).**

Responsibilities

- Assist with press releases
- Assist with website updates
- Assist with securing hotel room
- Assist in the coordination of volunteers for both event locations
- Assist in updating and panning of content for social media calendar
- Assist in the packing and coordination of event displays
- Assist in the coordination of promotional inventory for the event
- Assist in the coordination of securing the farm family recognitions
- Assist with the coordination of the Membership Appreciation venue
- Attend virtual and in-person meetings

Requirements

The PR department 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. An interest in event planning is preferred.

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. 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 10 weeks should be completed during each internship with a maximum of up to 40 hours available each week.

AEST: Internship will include two tracks

AEST Office Track 1: Policy and Operating Procedures Development Intern

Description and Timeline: Spring

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.

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. 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 10 weeks should be completed during each internship with a maximum of up to 40 hours available each week.

AEST Office Track 2: Event Planner

Description and Timeframe: Spring/Summer

Location: Lakeland, FL – Travel to Orlando June 19-23, 2023

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 with various aspects of the planning, organization, and execution of our exhibit at the annual Florida FFA Convention. The intern will be provided the opportunity to attend the convention. The Florida FFA Convention is June 19-23, 2023 at the Caribe Royale in Orlando, FL.

Responsibilities

- Develop materials to promote participation.
- Promote the exhibit to various audiences.
- Organize speakers and presenters for the exhibit.
- Create and prepare materials.
- Prepare and organize exhibit participation time slots 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 learning experiences is a must.

Benefits

This internship will provide an opportunity to be involved with our state's largest agricultural organization by promoting initiatives to create a solid, skilled workforce for the agricultural industry through the AEST certification process. 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 10 weeks should be completed during each internship with a maximum of up to 40 hours available each week.

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
352-384-2612