



## **Internship Opportunity Madison County Farm Bureau**

### **Organization:**

Madison County Farm Bureau is a non-profit organization focused on providing support, resources, opportunities, educational materials, and more to the agricultural community. Our mission statement aligns with that of Illinois Farm Bureau: “We work to improve the economic well-being of agriculture and enrich the quality of farm family life.”

### **Job Description:**

This internship is focused on all aspects of business management, specifically an agricultural business. The Intern will report to the County Farm Bureau Manager. The Intern will be responsible for carrying out the duties set forth by the Farm Bureau Manager, including but not limited to: maintaining business social media channels; event planning and organization; webpage maintenance; content creation and editing the business Newsletter; giving presentations; maintaining professional relationships; organizing fundraising opportunities; advocating for the agriculture industry and Farm Bureau members; and other duties as assigned.

### **Requirements and Qualifications:**

You must be enrolled in college for the 2022-23 or 2023-24 school year. You must be willing to travel within the county and [possibly] state, available for occasional weekend and evening work, and able to lift 50 pounds. Social media and computer knowledge is required. You must have reliable transportation.

### **Employment information:**

Hourly wage of \$14

Approx. 40 hours/week

Flexible start & end date depending on school schedule

Reimbursement for Farm Bureau travel expenses

### **How To Apply:**

Applications may be submitted by mail, e-mail, or in person no later March 20, 2023 to:

Madison County Farm Bureau  
Attention: Paige Langenhorst  
900 Hillsboro Avenue  
618-656-5191  
manager@madcofb.org