

Ohio Farm Bureau Federation

2018 Policy Outreach Internship -- Position Description

_____ Exempt

_____ Non-Exempt

Date Written

_____ 2/6/2018

Title:	Policy Outreach Fellowship
Reports To:	Sr. Director for Strategic Partnerships and Policy Outreach
Department:	Public Policy

INTERNSHIP SUMMARY: Support the Public Policy Department of the Ohio Farm Bureau Federation for calendar year 2018. This individual will support the policy outreach team with agricultural and food policy research and in development of industry outreach strategies.

Primary Duties:

1. Conduct research on issues impacting agriculture and food production including issues related to the food supply chain, food safety, consumer trends and on-farm best management practices.
2. Assist in executing Farm Bureau's Rural Community Development programs, including planning local events and developing outreach strategies.
3. Assist in preparing outreach products including white papers, presentations and multimedia tools.
4. Assist in planning the 2018 Trends and Issues Conference and the 2018 State Policy Development Committee Meetings.
5. Establish a schedule of work with the expectation of completing 20 hours a week. Parking will be provided.

Additional Duties:

6. Accompany staff to meetings with regulatory agencies to experience the workings of the organization.
7. Assist Ohio Farm Bureau Federation Public Policy staff in additional activities as assigned by Senior Director for Policy Outreach.

Minimum Educational Experience Qualifications

- Working towards a Bachelors degree in agriculture, political science, economics, public policy, administration, etc.
- Background/interest in agriculture, public policy, politics, grassroots organization, communication, etc.

Preferred Qualifications

- Able to use computer – basic web search, database and word-processing.
- Strong communication skills.
- Ability to attend Trends and Issues Conference
- Knowledge/interest agricultural issues and community outreach.
- Bachelors degree attainment, working toward graduate degree.

Fellow's Signature

Date

The fellow's signature indicates that the description has been reviewed and that intern is aware of duties for which intern is responsible. Management has the right to change or add duties at any time.

2/2018
BK