

Alexandra Rudolph, UF Graduate Student (Agribusiness)

Internship Dates: May 1, 2017 – June 12, 2017

### **Executive Office/Legal Intern**

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, management of employees and the overall mission and direction of the organization.

The intern assisted Senior Management and the General Counsel with day-to-day organizational issues, as well as participated in discussions about agricultural policy issues and employee relationships.

### **Responsibilities**

- Work with and interact with the organization' s leadership;
- Possess a positive attitude and excellent verbal and written communication skills;
- Attend management meetings;
- Assist with board member and staff communications; and
- Gain an understanding of corporate structure.

### **Goal and Objectives**

- Work with Management to revise and redesign the State Director Manual.
- Create an electronic format of the State Director Manual for use on tablets and other electronic devices.