



# FLORIDA FARM BUREAU FEDERATION

THE VOICE OF AGRICULTURE

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## 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. 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 \$12 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 two tracks.

**FS Track 1: 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 \$12 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: 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 82<sup>nd</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 \$12 per hour worked.

**Public Relations:** Internship will include one track.

**PR Track 1: 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 \$12 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 one track

**AEST Office Track 1: *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:

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Intern Program Coordinator  
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