



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.

Member Services

Ag Policy

**Local Government
Affairs**

**Legislative Affairs/
National Affairs**

Public Relations

AEST

Event Planning

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 \$13 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.

Events: Internship will include one track.

Ev track 1: Event Planning and Management

Description and Timeframe: May 6 thru July 18

Location: Gainesville, FL - **Travel to St. Augustine, FL, July 10-13, 2025**

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 breakout session 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 \$13 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.

Public Relations: Internship will include one track.

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

Description and Timeframe: March 10 – May 23, 2025

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 1, 2025. 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 \$13 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 2: *Event Planner*

Description and Timeframe: Summer

Location: Lakeland, FL – Travel to Orlando June 11-13, 2024

The Agriculture Education Services and Technology, Inc. (AEST) Office is a subsidiary company of Florida Farm Bureau Federation and consists 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.

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 16-20, 2025, 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 \$13 per hour worked. Work schedules may be flexible, but a total of 10-12 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