

# Ohio Farm Bureau Federation Internship Job Description

  X   Exempt

       Non-Exempt

Date Written   January 2018  

|                             |                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------|
| <b>Job Title:</b>           | <b>Ohio Sheep Improvement Association/Ohio Farm Bureau Federation Summer Intern</b> |
| <b>Person in Position:</b>  |                                                                                     |
| <b>Reports To:</b>          | <b>Roger A. High, Executive Director, OSIA</b>                                      |
| <b>Department:</b>          | <b>Public Policy</b>                                                                |
| <b>Pay Band:</b>            | <b>1</b>                                                                            |
| <b>Dates of Employment:</b> | <b>May 6, 2019 – August 16, 2019</b>                                                |

**POSITION SUMMARY:** This internship will focus on communications, planning, implementation and execution of OSIA and OFBF events. OSIA programs such as sheep industry communications, Ohio Sheep Day, Ohio State Fair, Buckeye Shepherd's Symposium, and the OSIA LEAD Council are all major parts of OSIA programming. OFBF programs could include research and discussion about the Ohio Livestock Industry and the Ohio State Fair.

## **Primary Duties:**

1. OSIA – Assist with the planning, implementation, and execution of OSIA communications programs, OSIA LEAD Council, Ohio Sheep Day, Ohio State Fair "Taste of Ohio Café", and the Buckeye Shepherd's Symposium.
2. OFBF – Assist with OFBF Livestock Policy Issues

## **Additional Duties:**

- Other assignments as assigned by the Executive Director of OSIA.

## **MINIMUM EDUCATIONAL EXPERIENCE QUALIFICATIONS**

-Minimum of first year in college

## **MINIMUM SKILL QUALIFICATIONS**

- Excellent verbal and written communications skills
- Ability to manage multiple projects
- Must be able to provide own transportation

## **PREFERRED QUALIFICATIONS**

**Interest in the sheep and agriculture industries.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

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RH/sg