

JOB POSTING

Office and Marketing Assistant

Long Island Farm Bureau (LIFB) seeks a creative and organized individual to work in partnership with our small staff in promoting economic security for farming families through education, legislation, and media outreach at the local and New York State levels.

LIFB's mission is to fairly and aggressively represent and serve the best interests of our members through united action, using the strength of a grassroots organizational structure and relying on effective leadership to provide strong, networked and allied Farm Bureau organizations at the local, state and national organization levels. Our collective goal: to protect and strengthen the nation's agricultural industry.

Responsibilities

Reporting to the Administrative Director, the Office and Marketing Assistant is a vital member of LIFB's staff and takes his/her lead from the Board of Directors and Committee Chairs in developing and implementing the organization's promotion, fund raising and educational programs. As well as assisting the LIFB staff in office administration. Responsibilities fall under three categories and include, but are not limited to:

Office Administration

- General office skills and duties, i.e. managing phones, calendars, mail, computers and office technology

Promotion and Marketing

- Design, develop and deliver all forms of digital, print and social media communication to both our members and the public

Fund Raising

- Spearhead the Grant Funding process from application, through project management and compliance
- Work with the board and the Promotions and Education Chair to develop profitable events that fund the educational programs of the LIFB Foundation for Agriculture

Required Qualifications

The ideal candidate will have the following skills and traits:

- Able to communicate complex information clearly in writing and to a range of audiences;
- Strong in organization and interpersonal skills;
- Excellent computer skills;
- Detail oriented but still able to multi-task;
- An understanding of marketing concepts and strategies;
- Well-versed in Microsoft Word, Outlook, Excel, Power Point, and graphic design software;
- CRM experience is a plus;
- Able to work in a team environment, taking direction from a Manager, as well as autonomously to complete assignments;
- Able to work occasional night meetings and events;
- Adhere to deadlines

Compensation

This is a full-time, permanent position. Compensation is commensurate with experience and includes a benefit package. Candidate should be prepared to occupy the position without delay.

Application deadline

Responses must be received by September 1, 2016

Application process

Email resume, cover letter, writing and graphic design sample and the names of three references to:
Rob Carpenter (Admin@LIFB.com) Subject; Office and Marketing Assistant Search LIFB

LIFB is an equal employment employer. Qualified women and people of color are encouraged to apply for this position