



Job Posting

Position: Summer Intern

Department: Promotion and Education

Job Location: 724 Knox Abbott Drive, Cayce, SC

Travel Required: Yes- appx. 25%

Paid Position: Yes

Reports To: Director of Promotion and Education

Overview:

SC Farm Bureau's Promotion and Education Division is seeking a qualified candidate to serve as an intern during the summer months. This individual will provide overall support to the staff members within the division and their various programs.

Job Responsibilities:

Social Media Support- 40%

- Social Media
 - Work with the Director of Digital Media to create and distribute social media toolkits, create content calendars, and assist with the development of digital marketing strategies
- Photography/Videography
 - Work with staff on video shoots for various programs and events
 - Work with staff to capture photos at Farm Bureau events throughout the summer
 - Assist with archiving and organizing old content

Event Support- 20%

- SC FFA State Convention
 - Assist in planning and preparation for State Convention
 - Attend (June 21-23) and work SCFB's booth, engage with students, parents and Ag teachers, help promote youth programs within Farm Bureau
- Youth Leadership Conference
 - Help with planning and preparation for YLC
 - Attend YLC (June 26-29) and serve as support staff
- Palmetto Palate
 - Assist staff with the planning and promotion of this fundraising event

Ag in the Classroom Support – 25%

- Summer Workshop Series
 - Assist the Director of Ag in the Classroom with the planning and execution of the summer workshops for educators around the state
- Book of the Month
 - Provide support to the book of the month program by preparing materials and assisting with the book mailings for June, July, and August

Administrative Support– 15%

- Assist with the administrative needs of the department
- Help with mailings and other communications from Farm Bureau, including the SC Farmer magazine
- Provide support to the Creative Director
- Other duties as assigned

Minimum Qualifications:

- Student of Communications, Agricultural Education, or a related field
- Knowledge of the agriculture industry in South Carolina
- Proficient with social media platforms

Preferred Skills

- Experience with photo and video editing software
- Effective interpersonal and communication skills
- Ability to multi-task while working independently and collaboratively with a team
- Strong problem solving and critical thinking skills
- Detail-oriented
- Positive attitude and motivated

If interested in position, please submit a cover letter and resume by email to ssox@scfb.org or by mail to:

South Carolina Farm Bureau Federation
PO Box 754
Columbia, SC 29202-0754
Attn: Stephanie Sox