

MEMBERSHIP & EVENTS COORDINATOR

The Sacramento County Farm Bureau (SCFB) is seeking to fill a Membership & Events Coordinator position to support the efforts of a non-profit membership organization representing farmers and ranchers in Sacramento County. The Sacramento County Farm Bureau is a non-governmental, non-profit, voluntary membership organization whose purpose is to protect, promote, educate and strengthen Sacramento County's agricultural interests.

POSITION RESPONSIBILITIES

The Membership & Events Coordinator will be responsible for the membership engagement, communications and event planning for the organization. Duties will include managing membership recruitment, retention and engagement activities; managing the organizations website, social media and membership communications including the organizational newspaper and newsletters; coordinating and managing various organizational events including the Annual Dinner, Safety Seminar, FB University programs, among others; and to serve as principal liaison for the YF&R Committee. Other responsibilities include various daily office functions including but not limited to managing conference room usage, working with building tenants and outside groups using organizational facilities and equipment, general office management, and other duties as assigned.

POSITION REQUIREMENTS

- Ability to attend meetings and events outside of normal business hours as needed
- Position will work out of our Elk Grove office, with occasional remote opportunities
- Ability to assist with advocacy efforts as needed

CANDIDATE QUALIFICATIONS

- BA/BS from an accredited college or university
- Knowledge of communications and marketing is preferred, but not required
- Knowledge of agriculture is preferred, but not required
- Experience using Microsoft and Adobe products
- A strong work ethic with a drive to consistently better themselves and the organization
- Strong interpersonal skills that translate well through email, phone and in person communication with our members and supporters
- The ability to work quickly and efficiently in order to complete a task and go above and beyond what is asked
- Customer service experience

The Sacramento County Farm Bureau provides a benefits package with medical, dental and vision insurance and compensation will be based on experience. Interested applicants should send a cover letter and resume to the Amber McDowell at executivedirector@sacfarmbureau.org. All questions regarding this position can be sent to executivedirector@sacfarmbureau.org.

POSITION IS OPEN UNTIL FILLED