

## PROGRAM DIRECTOR - MEMBERSHIP & EVENTS

The Sacramento County Farm Bureau (SCFB) is seeking to fill a full-time Program Director for Membership & Events 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 Program Director for Membership & Events 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, Golf Classic, 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 general office management.

### 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
- Knowledge of the Constant Contact program is preferred, but not required
- Customer service experience

The Sacramento County Farm Bureau provides a full 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](mailto:executivedirector@sacfarmbureau.org). All questions regarding this position can be sent to [executivedirector@sacfarmbureau.org](mailto:executivedirector@sacfarmbureau.org).

**POSITION IS OPEN UNTIL FILLED**