



2631 Beechler Court  
Springfield, IL 62703

Phone: 217-753-5200  
FAX: 217-753-5210  
E-Mail: [farmbureau@sangamonfb.org](mailto:farmbureau@sangamonfb.org)

## **JOB POST**

Sangamon County Farm Bureau plans to fill a vacancy for the position of *Assistant Manager/ Communications Specialist*.

**Description of Sangamon County:** The Sangamon County Farm Bureau has a total combined membership of +/-9700 members of which 1500 are farmer members. It has the unique attraction of being located in the capital city of the state having over 117,000 residents and being the seat of the state government. It also boasts a rich history as the home of Abraham Lincoln.

### GUIDELINES FOR THIS VACANCY

**Background:** Prefer a candidate with graphic design and communication skills to develop news releases, marketing materials, maintain and update social media outlets (primarily Facebook & Twitter), write and layout three periodical publications, handle committee correspondence, motivate volunteers, and act as an information source. Must possess interpersonal skills to work extensively with all Farm Bureau Committees, specifically Women's, Young Leaders, and Member/Public Relations Committees. Candidates should possess a strong set of graphic design skills, excellent written and verbal communication skills, the ability to prioritize project deadlines, and have a detail-oriented personality. Knowledge of Microsoft Outlook, Word, Excel, web management (Weebly is used currently) and Adobe InDesign strongly preferred.

**Education:** Bachelor of Science degree. Prefer a major in agriculture, communications, graphic design, and/or a strong agricultural background.

**Salary:** A competitive salary is offered. Further details are available from the Sangamon County Farm Bureau Manager at (217) 753-5202.

**Benefits:** Retirement Plan, Long Term Disability, Group Health Insurance, Dental Insurance, Vision Insurance, Group Life Insurance Plan, and 401k once qualified.

**Travel:** Business miles - IRS rate in county and out of county with a supporting monthly log.

**Vacation:** Starting at two weeks. Increasing with years of service.

**Residency:** Employee must reside in Sangamon County or be willing to relocate to Sangamon County within 6 months of employment.

**Performance Appraisal:** Candidate will be reviewed six months following initial employment and annually thereafter.

**Applications:** Interested individuals should submit a letter of application, a current resume and three references to Jim Birge, Sangamon County Farm Bureau, 2631 Beechler Ct, Springfield, IL 62703. All applications to be considered must be received by Friday, May 6<sup>th</sup>.