KERN COUNTY FARM BUREAU

1800 30th Street Ste 390
Bakersfield, CA 93301

Phone: (661) 397-9635
Email: kcfb@kerncfb.com

Jenny Holtermann
President

Alex Dominguez
1st Vice President

Todd Snider
2nd Vice President

Lucas Espericueta
Treasurer

Rachel Nettleton
Executive Director

Position: Communications & Membership Intern
Reports to: Executive Director
Duration: Spring 2025 (1), Summer 2025 (1), and Fall 2025 (1)
Weekly Schedule: 10 Hours - Fall & Spring (Flexible schedule, Monday – Friday); 15 Hours - Summer
Location: 1800 30th Street, Suite #390, Bakersfield, CA 93301

About: The Kern County Farm Bureau (KCFB) is a non-governmental, non-profit, voluntary membership California corporation whose purpose is to protect, promote, educate and strengthen Kern County's agricultural interests. Farm Bureau is organized on a county, state and national level and members join by payment of nominal annual dues which entitles them to the wide range of services and benefits of membership.

Responsibilities:
- Membership Calls
    o Conduct outreach to current, potential, and expired members
    o Assist in promoting membership benefits and addressing inquiries
- Social Media
    o Plan and create engaging content for various social media platforms
- Public Relations
    o Assist in the creation of press releases, e-newsletters, and other announcements
- Office Support
    o Provide administrative support as needed, including document preparation, filing, and data entry
    o Assist in organizing and maintaining office resources
- Event Coordination
    o Collaborate on planning and executing events or programs
    o Assist in logistical tasks related to events hosted by the Kern County Farm Bureau
- Research and Analysis
    o Conduct research on relevant topics to contribute to content development
    o Analyze data and provide insights to enhance communication strategies

Qualifications:
- Currently enrolled in a college or university
- Strong communication and interpersonal skills
- Detail-oriented with excellent organizational abilities
- Basic knowledge of agriculture is a plus

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