

San Luis Obispo County Farm Bureau
Position Opening: Deputy Executive Director



ABOUT OUR ORGANIZATION

San Luis Obispo County Farm Bureau is a 501(c)5 non-profit membership organization that has advocated for agriculture since 1922. In 2021, California Farm Bureau named San Luis Obispo County the “County Farm Bureau of the Year.” Learn more at slofarmbureau.org

ABOUT THE POSITION

The Deputy Executive Director will work directly with the Executive Director and Board of Directors in supporting San Luis Obispo County farmers, ranchers, and agribusinesses. This position requires strong communication skills, attention to detail, and the ability to work in a fast-paced environment where you will be an essential half of our two-person staff. The Deputy Executive Director will educate our community about the importance of the local farmers and ranchers who create San Luis Obispo County’s \$2.5 billion agricultural economy. Join our Farm Bureau team and help shape the future of agriculture policy at the county, state, and federal level.

Subject to the availability of the applicant, the ideal start date for this position is mid-April 2022. Special short-term accommodation may be possible for an initial period of part-time or remote work that transitions into the full-time, in-person position.

Applications will be accepted until **Friday, March 18, 2022**, and the position will remain open until filled. Applicants should send an email to Executive Director Brent Burchett at bburchett@slofarmbureau.org that includes the following:

- A cover letter that introduces you and explains your interest in this position.
- A resume detailing your educational and professional background.
- (Optional) Copies or links to relevant samples of your work (e.g., graphic design or writing).

All applications will be treated as confidential. Farm Bureau reserves the right to request references from applicants selected for an interview. Interviews will be held in-person in San Luis Obispo, but out-of-area candidates may interview remotely.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree or substantial work experience
- Excellent oral and written communication skills
- Competency in Microsoft Office programs and ability to learn other software
- Ability to attend meetings requiring overnight stay for up to 15 nights per year
- Willingness to work nights (at least twice per month) and occasional weekends
- A valid driver’s license and ability to travel daily to San Luis Obispo
- Ability to lift 40 pounds

IDEAL QUALIFICATIONS

- Education or work experience related to agriculture or public policy
- Experience with public speaking, media relations, or advocacy campaigns
- Experience in membership recruitment, industry relations, or government affairs
- Ability to produce engaging social media content using Canva or similar programs
- Experience with Adobe InDesign to create publications
- Experience with Constant Contact or other email marketing software

COMPENSATION & BENEFITS

- This non-exempt position is full-time, hourly, with the potential to become a salaried position based on performance. Compensation will be competitive and based on experience.
- Health, dental and vision insurance; paid vacation and holidays; and phone stipend are included.
- We pride ourselves on fostering a family-friendly work environment that allows for flexible hours when family care and personal needs arise.

DUTIES OF THE POSITION

Communication

- Create engaging content to strengthen awareness of SLO County agriculture and Farm Bureau primarily through social media and email marketing.
- Interact in a professional manner with Farm Bureau members and the public.

Industry Outreach

- Maintain an in-depth understanding of the local agricultural economy.
- Represent Farm Bureau before community organizations, media outlets, elected officials, and agricultural stakeholders.
- Serve as primary staff to the SLO County Young Farmers & Ranchers Committee.
- Implement member recruitment and engagement strategies to demonstrate the value of Farm Bureau.

Other Duties

- Help maintain day-to-day operations of the organization.
- Maintain minutes of all meetings of the Board of Directors or committees.
- Prepare financial reports and compile other information as requested.
- Be willing to complete any task given by the Executive Director.