



**Position:**       **Membership and Outreach Coordinator**  
**Location:**       **Willamette Valley, Eastern, or Southern Oregon**  
**Posted:**         **March 2025**

## **BACKGROUND**

The Oregon Farm Bureau is grassroots, nonpartisan, nonprofit organization representing the depth and breadth of Oregon’s diverse agricultural community. We give a voice to farm and ranch families at the Capitol, in the courts, and within regulatory agencies.

Farm Bureau is Oregon’s most inclusive agriculture organization. More than 6,300 Farm Bureau member families produce all of Oregon’s 250+ agricultural commodities, from hops to hazelnuts, and cattle to cranberries. Farms and ranches of all sizes — from 1 to 10,000 acres — and all types of farming methods, such as organic, conventional, biotech, or even no-tech, are welcome to join. We believe Oregon’s agricultural community is strongest when we’re united.

Agriculture is distinct in that nearly every aspect of public policy impacts farmers’ and ranchers’ ability to remain vital, viable, and sustainable. With less than 1% of Oregonians who are farmers and ranchers today, Farm Bureau gives our members a strong, united, respected voice in the political and regulatory arenas. We help farm and ranch families stay in business and keep doing the job they love. Farm Bureau also helps the public understand agriculture and the people who raise our food, foliage, fiber, and fuel.

## **POSITION OVERVIEW**

The Membership and Outreach Coordinator resides in a designated region in Western, Eastern, Central, or Southern Oregon and works with county Farm Bureau chapters primarily in the region, and also throughout the state, as needed. The Membership and Outreach Coordinator’s role is to surface, provide training to, and counsel county Farm Bureau leaders. The position assists county Farm Bureaus with planning, developing, and implementing programs and activities to promote membership growth and carry out policy of the organization at the county, state and national level. Marketing, membership development, content creation, web design and/or management, public relations/communications, and other applicable skillsets are a plus.

Developing and maintaining strong and engaged county Farm Bureaus is one of the primary essential functions of this role. To achieve the objective, county Farm Bureau leaders and members must have the best information and tools available. The Membership and Outreach Coordinator serves as a valuable resource to the county Farm Bureau leadership.

## **IDEAL CANDIDATE**

Oregon Farm Bureau's mission is, *Growing Positive Solutions for All Oregon Agriculture*. Our team is passionate, collaborative and high-achieving, and the Membership and Outreach Coordinator plays a critical role in furthering the goals of Oregon Farm Bureau. The ideal candidate is a strong communicator (public speaking and writing), relationship builder, self-starter and problem solver.

## **ESSENTIAL FUNCTIONS**

- Assist county Farm Bureaus in achieving membership goals by implementing strategies, programs, and resources that promote the recruitment and retention of members.
- Provide training, suggestions, and assist county Farm Bureau Presidents in the planning and execution of programs and activities of county Farm Bureaus.
- Plan and facilitate regular training meetings.
- Promote attendance at county and state Farm Bureau meetings.
- Attend county board meetings and other meetings as needed.
- Serve as a liaison between the state and county Farm Bureaus.
- Surface, provide training and counsel potential county Farm Bureau leaders.
- Build relationships with local legislators, County Commissioners, government employees, and industry partners to advance Farm Bureau's goals and objectives.
- Promote and facilitate a working relationship between counties and affiliated member benefit providers.
- Educate and update county leaders and others on Farm Bureau history, philosophy, activities, and member services.
- Serve as coordinator for designated Oregon Farm Bureau committees.
- Perform other duties as directed by the Executive Director or supervisor.
- Significant intra/interstate travel required.

## **QUALIFICATIONS**

- Bachelor's degree in a related field (e.g., agriculture, forestry, business, political science, communications) and/or equivalent experience.
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with a variety of stakeholders.
- Strong organizational and time management skills, with the ability to manage multiple priorities and projects.
- Strong communication skills, including the ability to effectively advocate, speak publicly, and write effectively.
- Knowledge of local and state legislative and regulatory processes a plus.
- Ability to work independently and as part of a team.
- Valid driver's license and insurability.
- These additional skills are a plus: marketing/sales, membership development, public relations, web design/content creation, graphic design, event planning.

## **COMPENSATION**

This is a full-time, exempt (FLSA) salaried position with a competitive benefits package. Compensation is negotiable and commensurate with experience.

*To learn more about Oregon Farm Bureau visit [www.oregonfb.org](http://www.oregonfb.org)*

*Send resume' and cover letter to [jobs@oregonfb.org](mailto:jobs@oregonfb.org). Position will be open until filled.*