



# Minnesota Farmers Union



## **Summer 2018 Internship**

30 hours per week paid internship

Possible extension into the fall

Flexible scheduling, weekdays from 8:30 a.m. and 4:30 p.m.

### **Organization Summary:**

Minnesota Farmers Union is a progressive, grassroots membership organization that supports family farmers and rural communities. Drawing on the base values of education, cooperation and legislation, MFU works with individuals at the county, state, national and international levels to create strategic partnerships; support new farmers; further agricultural education; increase consumer awareness; and ensure that the voice of family farmers is heard by policy makers.

### **Brief Description:**

The internship will provide opportunities to work with all facets of the organization, including Government Relations, Membership, Education and Public Relations. MFU has a small, dedicated office staff of eight, with a field staff of five in greater Minnesota.

### **Primary Responsibilities:**

- Process monthly membership mailings, file memberships and other administrative work
- Maintain membership database information, updating contact information and political districting
- Attend meetings with MFU staff and represent the organization at public events
- Advocate for MFU's grassroots policy through government relations and policy work, including compiling voting records for the MN House and MN Senate
- Assist with event preparation including the June Dairy Forums, Women's Conference, Renewable Energy Working Sessions, Farmfest, Annual County Conventions and the Minnesota State Fair

### **Experience:**

Applicants should be self-motivated, reliable and organized with strong written and verbal communication skills. Familiarity with Microsoft Office, data entry and general office equipment preferred. Ability to work in a flexible and fast-paced environment required. Applicants should demonstrate a passion for agriculture and rural development. Policy experience preferred but not required.

**To Apply:** Send a PDF of your cover letter and resume to MFU Operations Director Laura Sherar at [laura@mfu.org](mailto:laura@mfu.org). No calls or visits please.