



# Champaign County Farm Bureau

---

801 N. Country Fair Drive, Suite A • Champaign Il 61821-2492  
Phone: (217) 352-5235 • Fax: (217) 352-8768 • [www.ccfarmbureau.com](http://www.ccfarmbureau.com)  
Bradley Uken, *Manager*

## Champaign County Farm Bureau Membership and Outreach Coordinator

The Champaign County Farm Bureau (CCFB) Membership and Outreach Coordinator is responsible for the processing of membership dues, outreach to current members and recruitment of new members.

### Primary responsibilities for this full-time position fall within these main categories:

**Database Management:** Lead efforts in maintaining membership records, including collection of new information for improved member profiles. The Coordinator shall process dues paid by current and new members of the organization. They shall create and maintain the appropriate weekly and monthly membership activity reports. They will also be responsible for coordination and cooperation with affiliated companies on various membership activities.

**Outreach:** Develop opportunities for a diverse set of members to engage with the organization. Enhance communication with members through periodic communications, creating these pieces with assistance from other CCFB staff and the Illinois Farm Bureau. Maintain relationships with local businesses that offer member benefits and seek out opportunities for new local member discounts.

**Recruitment:** Identify prospective members and generate strategies to recruit those members to the organization. Effectively utilize volunteers and membership campaigns to actively seek members from the community.

**Administrative:** Provide assistance to current and prospective CCFB members, answer phone calls, and maintain appropriate files as is required by the Illinois Farm Bureau and by the bookkeeper/auditor.

### Qualifications/Requirements:

- Strong interpersonal skills.
- Creativity
- Proven ability to work independently, as well as, in a team environment.
- Self-motivated.
- Excellent verbal and written communication skills
- Proficient with the Microsoft Office Suite and proficiency with the Adobe Creative Cloud is preferred.

**How to Apply:** Letters of application must be received by May 17, 2019 for consideration. Send a cover letter and resume to:

Bradley Uken  
[brad@ccfarmbureau.com](mailto:brad@ccfarmbureau.com)  
Re: Membership & Outreach  
Coordinator  
217-352-5235