



# Kentucky Farm Bureau Federation

9201 Bunsen Parkway, P.O. Box 20700, Louisville, KY 40250-0700

Phone: (502) 495-500

**Position Title:** Intern  
**Location:** Louisville, Kentucky  
**Period of internship:** May – July 2025  
**Basic Function:** Supports Organization, Membership, and Support Services Staff

***Specific Responsibilities:***

- Assist with the roll out preparation of the Federation's new CRM software.
- Assist with general membership duties.
- Assist with planning and preparing material for various meetings and events.
- Assist in member benefit expansion and promotion.
- Assist with preparations and attend the regional teacher workshops.
- Assist with preparations for district women's planning meetings.
- Assist with other duties within the OMSS Division.

***Internal Relationships:*** Reports to the Director, Organization, Membership, and Support Services Division.  
Works with all KFB staff.

***External Relationships:*** Has contact with various Kentucky Farm Bureau staff and affiliate company personnel. Develops and maintains contacts with Kentucky Farm Bureau volunteer leaders and members of the media.

***General Requirements:***

- Junior, Senior or Graduate School.
- Must have reliable transportation.
- Strong written and oral communication skills.

***Time Requirements:***

- Available May – July 2025.
- Approximately 20-30 hours per week.
- Some evening work and in-state travel possible.

***Compensation:*** Interns will be paid at a rate of \$15 per hour for a total of 10 weeks.  
Internship will begin in May and end in July 2025.

***To apply, send letter of interest and resume to:*** **Matthew W. Ingram, Director**  
**Organization, Membership, and Support Services Division**  
**Kentucky Farm Bureau Federation**  
**P.O. Box 20700, Louisville, Kentucky 40250-0700**  
**Email: [Matthew.Ingram@kyfb.com](mailto:Matthew.Ingram@kyfb.com)**

***Deadline to apply:*** **Wednesday, February 15, 2025**