

FEDERATION POSITION POSTING

DEPARTMENT

Public Affairs and Government Relations

POSITION

Coordinator Policy Development & Legislative Research

LEVEL

13

JOB POSTING DATE

March 9, 2026

SUMMARY OF JOB DESCRIPTION

Coordinates organization's Policy Development program. Responsible for researching, compiling, and maintaining information and materials related to Farm Bureau's legislative and regulatory activities, local, state and national. Prepares communication materials for use with elected officials (especially legislators), agencies, membership and the public. Assists with development of training materials for various programs within department. Assists with additional activities for a successful completion of programs.

QUALIFICATIONS

College degree in appropriate discipline.

Exposure to Farm Bureau's policy process, which could include internship experience, is strongly preferred.

Must have or possess ability to acquire:

- understanding of agriculture and rural issues
- organizational skills, meticulously giving attention to detail

Proficient oral and written communication skills.

Interpersonal skills to work and relate well with a variety of individuals.

Proficient in technology skills and use of various software programs.

Ability to work closely with county Farm Bureau leaders.

Flexible work schedule that includes extended hours and travel in and out of state.

Valid Arkansas Driver's License with acceptable driving record.

**QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO THE
HUMAN RESOURCES DEPARTMENT
EOE**