

# FEDERATION POSITION POSTING

HUMAN RESOURCES WILL BEGIN INTERVIEWING FOR THE FOLLOWING POSITION:

## DEPARTMENT

Administration

## POSITION

ArFB Events Director

## LEVEL

15

## JOB POSTING DATE

May 26, 2021

## SUMMARY OF JOB DESCRIPTION

Prepares/plans various corporate events for the organization. Anticipates project needs, discerns work priorities, meets deadlines with little supervision. Work evenings, weekends, & travel in/out of state. Provides outstanding customer service while developing relationships with internal and external customers, members & vendors. Completes special projects/events.

## QUALIFICATIONS

Bachelors' degree in Business Administration or related field. Five (5) year minimum experience in hospitality field/industry & event/meeting planning preferred. Knowledge of Farm Bureau practices. Excellent organizational & communication skills; ability to interact effectively with staff, outside agencies & businesses, membership, elected officials, etc. Ability to multi-task & handle stressful situations while remaining calm; handle information with high degree of confidentiality; make sound decisions in manner consistent with essential job functions. Possess knowledge of accounting practices for planning & tracking departmental budget & expenditures. Willingness to work extended hours, including overnight travel. Computer literate with knowledge of spreadsheets, word processing, PowerPoint, & various software programs.

Must have valid Arkansas Driver's License and exceptional driving record.

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The following will serve as a guide to any qualified and interested person that will apply for a position.

1. Position will be posted for 3 working days before recruiting will begin from outside sources.
2. Employees interested in applying for an opening within the company should notify their immediate supervisor of their interest.
3. After review of the job description and an interview with Human Resources, any person that meets the qualifications will be given an interview with the hiring manager or supervisor.

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