



Long Island Farm Bureau  
104 Edwards Avenue, Suite 3  
Calverton, NY 11933  
(631) 727-3777  
[www.LIFB.com](http://www.LIFB.com)

## Long Island Farm Bureau Job Posting

Date: January 2026

Long Island Farm Bureau is a grassroots agricultural advocacy organization that works on the behalf of its members to advocate and promote the agriculture industry.

### **Job Title: Policy and Promotion Coordinator**

**Function:** Will be responsible for coordinating Long Island Farm Bureau's public policy development and advocacy; implementing organizational communications efforts; assisting with membership and leadership development; and supporting Long Island Farm Bureau's programs and activities.

**Reportability:** Reports to the Executive Director of Long Island Farm Bureau (LIFB).

### **Responsibility and Duties:**

#### **Policy Development and Advocacy**

- Provide a consistent voice for LIFB by providing information and being a resource for LIFB members, elected officials, media outlets and the public.
- Participate and monitor state and local issues affecting agriculture including attending Agriculture Advisory Committees on the town and county level.
- Represent LIFB policies before government and community stakeholders.
- Coordinating the development and communication of New York Farm Bureau (NYFB) and Long Island Farm Bureau (LIFB) policy positions.
- Engage LIFB members in grassroots advocacy efforts.
- Interact with the New York Farm Bureau (NYFB) Public Policy Staff and committees on policy development.

#### **Communication and Promotion**

- Keeping our website and social media presence active, engaging and consistent by keeping postings and news current and relevant to our members and community needs.
- Participate in composing, editing, and designing our newsletter, e-blast's, event flyers and other promotional materials.

- Representing LIFB at community meetings and events.

### **Membership and Leadership Development**

- Coordinating activities of the Young Farmers and Ranchers and the Promotion and Education Committees.
- Assist in member recruitment and retention.
- Assist the Executive Director in promoting and building relationships in the five boroughs of NYC.
- Promotes and markets member services programs by providing information and encouraging participation in services offered.

### **Program Support**

- Participate in planning and execution of LIFB events and fundraisers.
- Planning, scheduling and coordinating meetings of stakeholder groups.
- Assist in the researching, development and execution of grant opportunities.
- Help to develop the LIFB Foundation and its function to the organization.

### **Skills Required**

- Interpret, analyze and communicate policy information related to agriculture, environmental concerns and governmental regulations.
- Professionally and positively engage with a broad constituency of stakeholders including ag producers, governmental officials, advocacy groups and others.
- Effectively speak before public groups.
- Interact with other staff in a collaborative manner.

### Qualifications:

- A Bachelor or Masters degree in public policy, communications, agriculture or other related field.
- Experience in the non-profit or public sector is a plus.
- Experience in grant writing, fundraising, and platform maintenance is an asset.
- Valid driver's license and reliable transportation.

### Work Schedule:

This position is a full time salary position with both day and evening hours. There are monthly evening board meetings as well as evening county and town meetings to attend. This position will come with travel requirements predominantly for Suffolk County but may also include Nassau County and the five boroughs; mileage will be reimbursed according to the IRS rate. There is cost-shared Health Insurance benefit along with both paid vacation and sick leave. The starting salary is \$66,300.

If you are interested in applying for this position, please send your resume, cover letter and references to [\*\*director@lifb.com\*\*](mailto:director@lifb.com). The position is an immediate fill position.