



# ARA Internship Program

Updated 11/9/2020

## Summary

ARA offers a three-month internship program in its Arlington, VA office. The program will include many aspects of ARA's activity, including Membership, Public Policy, and Marketing & Communications. It is designed for college students to complete the summer of their sophomore or junior year in college, but any undergraduate may apply. Timing is flexible depending on the needs of the intern and of ARA, but the program is usually offered in the summertime. Please note: we intend to have our 2021 summer internship program in-person, however depending on the status of COVID-19 this internship may be made a remote position.

## Primary Duties

- **Membership Support**
  - Update contact and member information in ARA's membership database. This task will likely require research (online and telephone) to determine correct and accurate information.
  - Preparation and distribution of ARA Member Benefits & Services.
  - Preparation of member on-boarding notebooks, recruitment packets and other information.
  - Preparation of membership reports and associated analysis.
  - Create prospect lists and secure appointments for some specific industry events, such as the Southwest Fertilizer Conference.
- **Public Policy**
  - Provide research and logistical support to ARA's public policy team.
  - Attend meetings and hearings to collect information and report back.
  - Participate in federal advocacy work.
- **Marketing & Communications**
  - Assist with preparation and dissemination of ARA's *Retailer Fact\$* newsletter, and uploading content to ARA's website and social media platforms.
  - Assist as needed with updating contacts in ARA's media database.
- **Other**
  - May include filing, copying, mailing and other clerical support tasks.
  - Assist with preparations for ARA board meetings, special programs and annual conference as needed.

## Qualifications & Essential Skills

- Strong technological/computer skills; experience with Salesforce software a bonus.
- Ability to work as a team player in a fast paced but intimate small-office environment.
- Agriculture related experience a bonus but not required.
- Ability to complete assigned tasks creatively with minimal supervision, and to manage multiple tasks simultaneously.

## Compensation

ARA offers a stipend of \$15/hour for hours worked. Travel and relocation costs, as well as living arrangements, are the responsibility of the intern. Reasonable travel expenses for association business will be reimbursed as provided in ARA's Personnel Policy document, and travel dates will be provided as far in advance as possible.

### **Application**

Candidates interested in the position should send a resume and cover letter by December 31, 2020 to:

Ms. Bryna Hautau  
Director of Operations & Events  
Agricultural Retailers Association  
bryna@aradc.org

### **Deadlines**

Resumes and cover letters should be submitted by December 31<sup>st</sup>, 2020. Applications will be screened and finalists invited to participate in either a Skype or telephone interview. A decision will be made and applicants notified no later than January 31<sup>st</sup>, 2021.

### **Testimonials**

#### **Josephine Hamilton, 2020 Summer Intern:**

My summer with ARA was unlike the normal internship experience as everyone was working from home due to COVID-19. When it came to this internship, I was extremely nervous that I would not be able to learn or gain as much experience as I would if my internship was in person. Within the first week of my internship I had meetings with everyone that work at ARA and was given insight on what projects everyone was working and the different ways I could be involve. From my first week alone, I knew that I would gain so much knowledge and experience. My expectations proved to be true throughout my time with ARA. While the internship focuses on agriculture policy, I was able to gain much more knowledge beyond the policy aspect though member services, membership recruitment, and the communications and marketing. My internship with ARA allowed me knowledge of the agricultural retailers to grow but learning how to be able to work independently at home while maintaining the collaborative environment through various communications. I am grateful to have been able to be a part of this ARA team and the encouraging and inclusive environment that is ARA.

#### **Amanda Skidmore, 2019 Summer Intern:**

Being given the opportunity to be the ARA intern this summer was truly humbling. ARA allowed me to align my goals for the summer to fit their needs which helped me to grow personally and develop professionally. My skillset expanded through meaningful projects that allowed me to work on member engagement, public policy, member recruitment, communications, marketing strategies, and research. My experience was hands on through opportunities to attend congressional hearings and visits, agency briefings, and coalition meetings. ARA allowed me to work alongside some of the most talented individuals who provided me with challenges and experiences to develop new skills and grow my network. ARA encouraged me to take initiative in learning about the role trade associations play in advocating for agriculture. I am beyond thankful to have had this opportunity and would like to thank the ARA staff for continually investing in me.