

ARA offers a three-month internship program in its Arlington, Virginia office. The program will include many aspects of ARA's activities, 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.

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 Southwestern 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.
 - Assist with creation of graphics for events or services for distribution on social media and newsletter.
- **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 submit their resume and cover letter using [this form](#). *Applicants who do not submit a cover letter will not be considered.*

Any questions can be directed to:

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

Deadlines

Resumes and cover letters should be [submitted](#) by **December 31st, 2023**. Applications will be screened, and finalists invited to participate in either a Microsoft Teams or telephone interview. A decision will be made, and applicants notified no later than January 31st, 2024.

Testimonials

Macie Miller, 2023 Summer Intern:

My time spent with ARA was nothing short of exceptional. If I were to choose three words to describe my time spent in their office it would be impactful, humbling, and rewarding. My favorite aspect of this internship was the variety of areas I was able to experience during my internship. By working on various aspects of an organization from policy work to communications, to administrative tasks, and all the way down to member recruitment, I feel I now have a better grasp and understanding of the inner workings of an association such as ARA. The staff at ARA is unlike any I have worked for before in that each member truly invests in you, your future endeavors, and will help engage you in tasks and opportunities that will prepare you for a successful career. ARA has paved new pathways for potential careers that I didn't even know were options, and opened doors full of new opportunities. It was refreshing to spend a summer surrounded by likeminded individuals in the D.C. area and be plugged into the "Ag. Intern Network" to further expand my professional network. I stand in firm belief that this internship would be of great value to any undergraduate student and will aid in developing both your professional and intrapersonal skill sets while setting you up for career success.

Rachel Nelson, 2022 Summer Intern:

My experience working at ARA has undoubtedly prepared me for my career after college and further developed myself into a competitive candidate for agricultural policy and general policy work in my future. The ARA staff members are all experts in their respective fields and have served as excellent mentors over my summer internship. All the staff members were happy to include me in their work and gave me a lot of agency in deciding what projects I'd like to be a part of given my personal interests. I was able to work on projects relating to communications, public policy, and membership relations while all feeling like a valued member of the team. The networking opportunities working for ARA and in the DC area are unmatched and were another incredibly valuable aspect to this internship. I cannot recommend this internship enough for applicants interested in public policy, communications, or agricultural retail. This internship will surely help future interns succeed professionally in the same ways that it has helped me and will be an amazing addition to your resume and life experiences.