AGRICULTURAL
RETAILERS
ASSOCIATION

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# 2027 ARA Summer Internship Program

The Agricultural Retailers Association (ARA) offers a three-month internship program in its Arlington, Virginia office. This internship involves many aspects of ARA's activities, including Public Policy, Membership, 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 ARA.

**Primary Duties**

- **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.
  - Complete a policy research project on an issue affecting agricultural retailers, culminating in a written summary and presentation to ARA staff at the end of the internship.
- **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.
- **Marketing & Communications**
  - Assist with content creation for ARA's *Retailer Fact$* newsletter, 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 $20/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:

Bryna Hautau
Senior Director, Operations & Events
bryna@aradc.org

**Deadlines**

Resumes and cover letters should be submitted by **January 10, 2027**. 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 February 18, 2027.

**Testimonials**

**Kailee Macy, 2026 ARA Summer Intern:**

"My experience interning with ARA has been amazing. I worked on a wide range of projects that included policy, member relations, and communications. This gave me a well-rounded knowledge of how an association runs and the policy priorities of Agricultural Retailers. Attending policy meetings throughout the summer, both on and off the Hill, taught me so much. A highlight of my summer was attending the Southwestern Fertilizer Conference in July. Through this experience, I got to connect with both potential and current ARA members, learn firsthand about member recruitment, and deepen my understanding of the ag retail industry. The support I received from the ARA staff was something that stood out to me. They were invested in my growth and made sure that I got the most out of this summer and internship experience. Throughout the summer, I was also part of the Ag Intern Network, where I found a sense of community and learned more about how the agricultural industry is represented at the federal level. I would highly recommend this internship to any student interested in agricultural policy, working with an amazing team, and seeing how an association operates."

**Everett Carlson, 2025 ARA Summer Intern:**

"My summer with ARA was incredible. I was able to work on a variety of tasks – anything from policy work to recruitment outreach, and everything in between. All of it was rewarding. The small team environment at ARA provides a great opportunity to learn every aspect of a trade association. One of the best parts about this internship was the incredibly supportive staff, who were willing to provide mentorship and guidance at any time and who I genuinely got to know. Attending Southwestern Fertilizer Conference was a great opportunity to meet existing and potential members, explore the recruitment side of an association, and to gain a greater understanding of the challenges facing agribusinesses. Participating in the D.C. Ag Intern network, meeting interns from the Hill, commodity groups, lobbying firms, and more was an amazing way to expand my professional network and learn more about Washington's impact "in the field". I highly encourage any undergraduate students interested in agricultural policy or trade associations to apply for this internship."