



ARA Internship Program

Updated 10/19/2017

Summary

ARA offers a three-month internship program in its Washington, DC office. The program will include exposure to 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.

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.
 - Provide assistance 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 \$1500 per month to help with expenses, or federal minimum wage for hours worked, whichever is greater. 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 to:

Ms. Bryna Hautau
Director of Operations
Agricultural Retailers Association
1156 15th St. NW, Suite 500
Washington, DC 20005
(202)457-0825
bryna@aradc.org

Deadlines

Resumes and cover letters should be submitted by December 15th, 2017. 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 19th, 2018.

Testimonials

"The ARA provided me with the opportunity to gain experience in several areas of agricultural policy. The internship is a great way to explore any interests that you have and the staff is always there to lend a hand of support. I have had four internships now and because of the useful experience, relevant research, and fantastic networking opportunities, this was by far the most impactful."

-Cody S., 2016 ARA Intern

"My summer spent with ARA proved to be one that was beneficial and impactful to my long-term professional goals. ARA provides a unique opportunity to their intern by allowing the intern to work with each staff member and gain a holistic view about the workings of a trade association. Working in cooperation with all of ARA's staff, I was able to gain experience in a variety of tasks: political advocacy, membership services, membership recruitment, policy research, and more. My experience with ARA provided challenging tasks to assist in the development of my professional skillset as well as provide an opportunity to explore the role that trade associations play in advocating and advancing agriculture."

-Craig B., 2015 ARA Intern