

## 2025 ARA Summer Internship Program

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 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:

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

## **Deadlines**

Resumes and cover letters should be [submitted](#) by **December 31<sup>st</sup>, 2024**. 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 14<sup>th</sup>, 2025.

## **Testimonials**

### **Jordan Gilles, 2024 Summer Intern:**

“My internship at ARA has been incredibly enriching, expanding both my personal and professional horizons. Although I had limited exposure to the crop side of agriculture, this experience has offered a deep dive into critical industry inputs. Attending the Southwestern Fertilizer Conference was a standout moment, where I met key industry players who shared insights into their role in the supply chain and the challenges and opportunities the sector faces. The variety of tasks gave me a comprehensive understanding of what it takes to run a successful trade association like ARA. The small team atmosphere allowed me to be hands-on in every aspect of the organization, offering a unique view of its inner workings. One of the most impactful aspects was the mentorship I received from the ARA team, who genuinely cared about my growth and development. They encouraged me to explore my interests and supported me in taking on new challenges with confidence to step outside my comfort zone and an open mind with willingness to learn. Networking through the Ag Intern Network was another key component. I connected with peers in the D.C. area, making the large city feel like a tight-knit community. These relationships and the exposures to other associations have broadened my perspective on the intersection of agriculture and public policy. This experience has solidified my passion for ag policy and affirmed my commitment to pursuing a career in this field. I highly recommend this internship to any student interested in agricultural policy or exploring the various facets of a trade association.”

### **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.”