



ARA Internship Program

Updated 10/31/2018

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 \$12/hour 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 31st, 2018. 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 31st, 2019.

Testimonial from Elisabeth Doody, 2018 Summer Intern

"As my internship here in D.C. comes to a close and I prepare to return to school, I feel it would be remiss to not recognize and thank the staff and members for the opportunity to join the ARA team for the summer. I am grateful first to the staff here in Washington—a team of hard working individuals devoted to the good and service of the industry. I walk away from this experience with an immense appreciation for the importance of professional comradery and those who facilitate it. Now more than ever, our industry needs champions and educators- communicators who can span the boundary between politics and production to foster respect and understanding. As Vice President of Membership, Donnie Taylor puts it, "ARA is, above all else, a service organization"- a philosophy that permeates everything we do.

My second thanks goes to the members- to the retailers, suppliers, distributors and affiliates that recognize the value of a united front. Even in the face of recent challenges and rapid innovation, I have witnessed this industry adapt and respond with curiosity, optimism, and dignity. Among our members are great innovators, problem solvers, and leaders, each committed to improving their industry. It is a privilege to have spent the summer sharing your narrative and advocating for your interests.

I leave Washington with a greater passion for the narrative of agriculture and the work that needs to be done on its behalf. Thank you for the opportunity to engage and experience the democratic process, to support the members of ARA, and to appreciate the accomplishments of this industry"