

NASDA OPERATIONS INTERNSHIP

The National Association of State Departments of Agriculture (NASDA), headquartered in Arlington, Virginia, is seeking highly-motivated students interested in nonprofit administration and the role agricultural advocacy plays in supporting the U.S. food and agriculture industry.

WHAT IS NASDA?

NASDA is a nonpartisan, nonprofit association which represents the elected and appointed commissioners, secretaries and directors of the departments of agriculture in all fifty states and four U.S. territories.



ABOUT THE INTERNSHIP

The overall internship objective will be to assist the operations team with the general administration of the association. Projects will include but are not limited to:

- Assisting with monthly financial reconciliation including completing the monthly deposit journal and monitoring bank transactions.
- Updating shared office events calendar and Customer Relationship Manager (CRM).
- Assist events team with preparations for the Winter Policy Conference and upcoming regional meetings.
- Assisting with on-going prep for annual audit – completing revenue reconciliations for all programs.
- Assist as needed with scheduled USDA Routine Compliance Audit.
- Assisting with Administrative needs for affiliate association the National Plant Board (scheduling calls, distributing memos from the board, etc).
- Manage supplies orders for NASDA HQ office.
- Any administrative help with HR as assigned.
- Any other assigned tasks.

HOW TO APPLY

Submit a cover letter and resume with two professional written recommendations to careers@nasda.org. Please reference “NASDA Operations Internship” in the subject line. **The deadline to apply is April 21, 2025.**



CONTACT US: Careers | careers@nasda.org | (202) 296-9680 | 4350 N. Fairfax Drive Suite 810 | Arlington, VA 22203 | www.nasda.org |    