

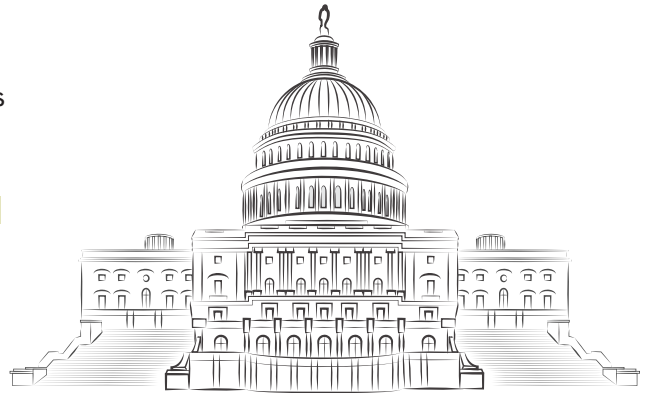
NASDA INTERNSHIP OPPORTUNITY: OPERATIONS AND FOUNDATION

The National Association of State Departments of Agriculture (NASDA) and the NASDA Foundation are seeking highly motivated students interested agriculture and nonprofit operations and administration.

ABOUT NASDA & NASDA FOUNDATION

NASDA is a nonpartisan, nonprofit association representing the elected and appointed commissioners, secretaries, and directors of agriculture in all 50 states and 4 U.S. territories.

The **NASDA Foundation** is the only education and research organization serving state departments of agriculture. Its mission is to advance agriculture to shape a changing world through education, outreach and research.



ABOUT THE INTERNSHIP

The intern will work across both NASDA Foundation and NASDA Operations teams, beginning in December 2025 and concluding in December 2026. The internship will be at NASDA's headquarters in Arlington, Virginia, with opportunities for remote and hybrid participation as assigned. Responsibilities may include, but are not limited to:

NASDA Foundation

- Assist with grant management activities, reporting and research on future funding opportunities.
- Support development and updating of NASDA Foundation communication tools and outreach materials.
- Assist in preparations for NASDA Next Generation, regional meetings and Foundation-led events.
- Support ongoing systems documentation, reporting and standard operating procedure development.
- Provide administrative support for Foundation programs and initiatives.

NASDA Operations

- Assist with monthly financial reconciliations, including preparing deposit journals and monitoring transactions.
- Support the events team in planning the Winter Policy Conference, regional meetings and other events.
- Assist with annual audit preparation and USDA compliance reporting.
- Provide administrative support for affiliate associations (e.g., National Plant Board).
- Manage office supply orders and assist with HR administrative tasks.

Qualifications

- Student or recent graduate interested in nonprofit management, agricultural policy, finance or program development.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks, work independently and collaborate in a team environment.
- Familiarity with Microsoft Office Suite and/or CRM systems preferred.

HOW TO APPLY

Submit a cover letter, resume, and two professional written recommendations to careers@nasda.org with the subject line: "NASDA Internship Application – Operations & Foundation."

Application open until filled.



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