

JOB DESCRIPTION: International Business Internship

POSITION: International Trade Intern

RESPONSIBILITIES:

- **Market Research:** Utilizing federal government databases, trade journals and internet-based market research to assist companies identify best market prospects;
- **Marketing/Promotional:** Promoting overseas trade shows, export leads, seminars and other trade activities; preparation of newsletters, webinars, podcasts and other promotional media; event/ seminar support; promoting CS Iowa via social media and traditional marketing;
- **Business Counseling:** Direct inquiries from exporters regarding trade requirements, regulations, documentation, country issues, commodity classification, etc.; attend meetings with local businesses to assess exporting needs;
- **Iowa District Export Council (DEC):** Supporting DEC activities and quarterly networking events; managing content on website; other projects;
- **Administrative:** Website, media, social media, and newsletter management; data entry; maintenance of trade reference resources;
- **Special Projects:** As assigned.

REQUIREMENTS:

- U.S. Citizenship
- Enrollment in accredited school
- Graduate or undergraduate status
- 3.0 minimum GPA
- Available to work 15-20 hours/week for at least 8 total weeks
- Strong writing skills
- Strong research skills
- Background check

Given the environment related to COVID-19, the format of the internship will be virtual. Interns must provide their own computer equipment to complete their internship.

ABOUT: The U.S. Commercial Service, Iowa is a local federal government office with a global network that provides customized solutions enabling Iowan companies to sell U.S.-made products and services internationally.

QUESTIONS? CONTACT:

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