Internship Opportunity: US Commercial Service, Export Assistance Center

The U.S. Commercial Service in White Plains, New York is the local federal government office with a global network that provides customized solutions enabling New York companies to sell U.S. made products and services internationally. Our office offers unpaid internship opportunities during the Fall, Spring, and Summer semesters.

Responsibilities:
- **Market Research**
  Utilizing federal government databases, trade journals and internet based market research to assist companies identify best market prospects.
- **Promotional**
  Promoting overseas trade shows, export leads, seminars and other trade activities. Preparation of newsletters, webinars and other promotional materials. Seminar support.
- **Social Media**
  Developing and managing office social networking campaigns
- **Business Counseling**
  Directing telephone inquiries from exporters regarding trade requirements, regulations, documentation, country issues, commodity classification, etc.
- **Administrative**
  Website management; Data entry; Maintenance of trade reference resources;

Special Projects as assigned

Requirements:
- U.S. Citizenship
- Interest in International Trade
- Enrollment in accredited school
- Undergraduate status
- 10-12 hours per week availability
- Good interpersonal skills
- Ability to communicate verbally
- Strong writing skills
- Strong research skills
- Background check

NOTE: This internship is a volunteer service. Federal regulations prohibit financial compensation. An official letter of recommendation will be provided. Most schools will award 3-6 credits for a completed internship.

How to Apply: E-mail your resume to Joan.Kanlian@trade.gov

Resume should include future goals, computer skills, experience, academic accomplishments, citizenship, and student status.