



International Trade Internship U.S. Commercial Service-Westchester U.S. Department of Commerce

The U.S. Commercial Service Westchester is your 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.

Professional Level Internship
2 days per week for 3 months or longer
White Plains, NY
2 positions available
All majors welcome



- Would you like to spend time on the inside track of international business?
- Interested in gaining real-world experience that can provide an essential edge for entering today's job market?
- Learn how the U.S. Government serves local companies' exporting needs.
- These opportunities are made available to qualified applicants by the U.S. Commercial Service in Westchester.

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. Event/seminar support. Promoting CS Westchester via social media and traditional marketing.

Business Counseling: Directing telephone inquiries from exporters regarding trade requirements, regulations, documentation, country issues, commodity classification, etc. Attend meetings with local businesses to assess exporting needs.

Administrative: Website and newsletter management; Data entry; Maintenance of trade reference resources.

Special Projects as assigned.

Requirements:

- U.S. Citizenship
- Volunteer positions only
- Interest in International Trade
- Enrollment in accredited college or university
- Graduate or undergraduate status
- 3.0 minimum GPA
- 10-16 hours + per week availability
- Good interpersonal skills
- Ability to communicate verbally
- Strong writing skills
- Strong research skills
- Knowledge of Excel spreadsheets & formulas
- Background check

Email resume and cover letter to:

Joan Kanlian
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