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
Director
U.S. Commercial Service
245 Main Street
Suite 390
White Plains, NY 10601
Tel: (914)682-6712
Joan.Kanlian@trade.gov