U.S. Department of Commerce: NY Export Assistance Center

Title: International Trade Assistant

Location: 290 Broadway, Suite 1312, New York, NY 10007

Job Type: Summer Co-op/Internship

Work Schedule: TBD Salary: Non-paid

Start Date: 5/31/2016

Job Description:

The NY Export Assistance Center assists companies based in the NYC area in exporting their products/services. Applications for internships are accepted on a rolling basis for each semester.

Key responsibilities:

- Respond to telephone inquiries concerning international trade to international market research
- Research Manhattan manufacturing/service companies to determine the extent of their international activities
- Assist companies in locating foreign agents and distributors for their products and services
- Pursue foreign sales leads provided by commercial officers at U.S. Embassies abroad

Interns will also have the opportunity to work on individual projects, such as recruiting for Foreign Trade Delegations and Trade Shows, organizing Foreign Buyer Programs, taking part in trade development meetings with American and foreign government officials and executives in key industries, writing on international trade and regulatory issues involving trade negotiations, and promoting industry trade events to the international community.

Qualifications:

The candidate must be a current student (part-time or full-time) and a U.S. citizen.

Application Instructions:

Please email your cover letter, resume, and completed application to Ashish Vaid at ashish.vaid@trade.gov.

The application Word document can be found under “How to Apply” at: http://build.export.gov/newyork/newyorkcityexportassistancecenter/internships/eg_us_ny_030821.