



The Georgia Department of Economic Development (GDEcD) Business Communications Division

Internship Positions Description

Function of Agency

GDEcD is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a location for film, video and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

The Agency represent the state's marketing, communications and economic development efforts worldwide through its work with Georgia's 10 international representation offices, participation in international trade shows, bilateral cooperation agreements, and hosting and organizing business missions in-state and abroad.

Practical Experience Gained from Internship

The intern will apply principles learned in college through practical hands-on work assignments in international marketing, project logistics and management, event planning, international protocol, and international business acumen.

Duties of Intern and Desired Qualifications

This posting is for two internship positions to cover international and domestic marketing, respectively. The interns will assist with marketing, product development, event planning, and logistics for the Business Communications Division. The interns will also conduct international and domestic business research and participate in the development of the team's marketing tools, such as marketing giveaways, collateral pieces, and information packets. Other projects may include company, city, and regional research, proofreading documents and updating documents for new format and design, preparing shipments to mission destinations, helping to implement new processes, organizing briefings, and assisting with incoming international delegations and meetings.

The ideal candidates will be working towards a degree in international business, marketing or a closely related field, speak one foreign language or have lived abroad, be highly responsible and reliable, and have a high degree of self-initiative. Microsoft Office proficiency required and Adobe InDesign desired.

Send resume and letter of interest to Keith Rogers at krogers@georgia.org