



Georgia™

**Georgia Department of Economic Development
Position Announcement**

Title:	Intern, International Trade	Salary:	Volunteer Position
Division:	Global Commerce/International Trade	Location:	Atlanta, GA
Date of Internship:	Negotiable start date and ending time; the internship will last from three to six months	# Hours Per Week	20-30 hours per week
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (DEcD) is the primary economic development agency for the State of Georgia. The mission of the Department is to create jobs for Georgians. The International Trade team creates jobs by helping existing Georgia manufacturers and professional services providers to enter or expand their international markets through its trade promotion services. Services provided include international market research, identification of international buyers for Georgia products, and the organization of trade events - internationally and domestically.</p> <p>The Intern works with the Department's Trade Managers, Information Specialist, and Director to assist Georgia manufacturers and professional service providers to increase their exports. Primary responsibilities include:</p> <ul style="list-style-type: none"> • Creates and disseminates research showing Georgia's connections to specific countries as well as materials for briefing books. • Client requests, including but not limited to market research, identification of key contacts abroad, identifying how to sell into specific markets. • Compiles and analyze country-specific, industry-specific and worldwide statistics of the international flow of goods. • Special Projects and Administrative Assistance. 		
Desired Qualifications:	<ul style="list-style-type: none"> • Currently enrolled and pursuing a four-year or advanced college degree in international business/trade or closely related field. • Knowledge of world geography and economy, history and current affairs and international trade issues. • Excellent verbal and written communication skills. • Team-player; initiative; self-discipline. • High proficiency with Internet, MS Word and Excel. • Culturally sensitive and aware. • Studying or fluent in one or more foreign languages. 		
Travel Required?	None	Nights, Weekends Required?	None
Deadline:	Open until filled.		

To apply for this position, **you must submit your résumé and cover letter via e-mail to: jobs@georgia.org. Include the position title in the subject line** of your e-mail. If you do not have internet access or require accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000.

All qualified candidates will be considered but may not receive an interview. Applicants who are not selected for interviews will not receive notification.

GDEcD is an Equal Opportunity Employer