

The Georgia Department of Economic Development (GDEcD) International Relations Division

Internship Description

Practical Experience Gained from Internship

The intern will utilize skills and knowledge acquired during their academic career in order to contribute to the success of the International Relations office, including hosting international delegations, coordinating meetings with the international business and consular corps, and planning international missions for the Governor and GDEcD Commissioner. Intern will gain hands-on experience with program planning, international protocol, and international business. This will be a great opportunity to learn about the role of international relations in state government and economic development from the ground up.

Internship Responsibilities Include

- **Communication**
 - Draft official correspondence to Georgia's diplomatic community
 - Draft official briefings for state officials and senior staff members
 - Follow-up on diplomatic correspondence overseas
 - Draft meeting notes for dissemination to the Atlanta and international teams
- **Research**
 - Conduct company, city, regional and cultural research for economic missions
 - Update country-specific information on trade, art, tourism and investment
- **Event Planning & Logistics**
 - Coordinate logistics for delegation visits, trade shows and conferences
 - Network with international business community and Consular Corps at events
 - Assist international relations team in arranging travel logistics for visiting diplomats

Benefits of Interning with the International Relations Team

- Work on meaningful projects with the nation's best state-level economic development agency according to a survey released by Development Counselors International (DCI).
- Collaborate on high-level, international projects which lead to job creation in Georgia
- Communicate and network with high-level members of Georgia's international business community, the Consular Corps, and international delegates
- Develop business communication and professional interpersonal skills
- Develop project management skills with a cross-division and international team

About GDEcD

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 and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

Dates of Internship: Early January through end of April, flexible

Work Hours: 24 - 40 hours/week. Preference given to full-time availability (40 hours/week).
9:00 am - 4:00 pm, flexible

Compensation: No monetary compensation; course credit where applicable

Location: GDEcD is located in the Centergy Building in Tech Square at the corner of Spring and Fifth Street and is MARTA accessible (Midtown or North Avenue stops). Parking is also reimbursed.

Dress Code: GDEcD's dress code is business or business casual

**For More Information
& to Apply:**

<https://www.georgia.org/about-us/career-job-search/gdec-d-intern-program>

When submitting your application, please CC International Relations Manager
Coryn Marsik, cmarsik@georgia.org