Georgia Department of Economic Development (GDEcD)  
Marketing, Communications, and International Engagement Division

Internship Description  
Marketing Account Management & International Relations Intern

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 Marketing, Communications and International Engagement division, including supporting the marketing account managers, creating unique marketing collateral, 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 marketing and international relations in state government and economic development from the ground up.

Internship Responsibilities Include
- **Marketing**
  - Collaborate on designing, editing and reviewing marketing materials
  - Support marketing campaigns
- **Communications**
  - 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

Desired Qualifications
A successful intern will have a strong grasp of written and verbal communication, be highly attentive to detail, adaptable, a self-starter and thrive in a fast-paced team environment which encourages collaboration.

Candidates are encouraged to apply while working towards their bachelor’s or master’s degree in Marketing, Communications, International Relations, International Business, Public Relations, or a closely related field.

Benefits of Interning with the Marketing, Communications, and International Engagement Division
- 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 August through end of December, flexible (fall semester)

Work Hours: 32 - 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