



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

### **Internship Description** *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 International Relations team, including hosting international delegations, coordinating meetings with international businesses and the 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**

- **Communications**
  - Draft official correspondence to Georgia's diplomat community
  - Draft official briefings for state officials and senior staff members
  - Follow-up on diplomatic correspondence
- **Research**
  - Conduct company, city, regional, and cultural research for economic missions
  - Collaborate with internal and external partners to update country-specific information on trade, art, tourism, and investment
- **Event Planning & Logistics**
  - Coordinate logistics for international delegation visits
  - Support planning for quarterly events with Georgia's diplomatic community
  - Network with international business community and Consular Corps at events

#### **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 International Relations, International Business, Marketing, Political Science, Public Relations, or a closely related field.

#### **Benefits of interning with the Marketing, Communications, and International Engagement Division**

- Work on meaningful projects with the one of 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
- Communication 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:** Mid-January through Early/Mid May, flexible (2024 Spring Semester)

**Work Hours:** 20-40 hours per week, flexible; 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:** Business or business casual

**For More Information & to Apply:**

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