

International Program Internship

The Office of Export Assistance of The Ohio Department of Development (ODOD) is seeking an International Program Intern to work closely with the Global Agricultural Program Manager. The intern will promote and recruit companies to participate in event-based programs through the Food Export Association-Midwest.

The intern may be an undergraduate student, recent graduate (six months or less) or graduate student who wants a challenging internship to prepare them for a full-time position in international business and marketing. The duration of this internship will be full-time or part-time from January 2012 to September 2012. The scheduled hours will be flexible according to school calendar.

This is a paid internship with an hourly range of \$10-\$13 based on year in school and experience. The successful candidate will be paid under contract by Food Export Association, however, will report to and be supervised by the Ohio Department of Development.

Duties

- Coordinate with ODOD staff to organize Food Export Association export seminars, buyers missions, and other events for Ohio companies
- Develop communication tools for recruiting (i.e. recruitment packets, fact sheets, draft news releases, newsletters, etc.)
- Increase awareness among companies/organizations about the Branded Program, trade missions, buyers missions, and export education programs by surveying Ohio companies to determine their export readiness and likeliness to take advantage of various services
- Survey companies about trade shows they plan to participate in throughout the year
- Educate and inform companies about programs and services available to them for exporting
- Update database of companies interested in exporting food products
- Schedule company visits for the Global Agricultural Program Manager
- Develop and promote Food Export seminars and recruit attendees
- Promote Food Export Association generic activities to appropriate companies
- Prepare detailed monthly report of activities to submit to Food Export Association contractor
- Support Export Assistance staff and Food Export Association staff with administrative tasks as needed
- Provide research and analysis of export data

Requirements

- Enrolled at a college/university as a junior/senior or recent graduate (six months or less)
- Proficient in Microsoft Word, PowerPoint, Excel, and Access
- Be a U.S. citizen or have a visa that permits the individual to work within the United States
- Must possess excellent written and verbal communication skills
- Have a focus in the area of international business or relations, food marketing, or agriculture business and economics
- Motivated to develop and enhance communication skill and employment experience
- Resume and Cover Letter. Note: Candidates who do not submit Cover Letters will not be considered for an interview.

To Apply

Please provide a resume and cover letter to Tim Sword at The Ohio Department of Development, Office of Export Assistance at Tim.Sword@development.ohio.gov by December 30, 2011.