



Position Title

Intern, Office of Congressional Affairs

Summary

USTDA helps companies create U.S. jobs through the export of U.S. goods and services for priority infrastructure projects in emerging economies. USTDA links U.S. businesses to export opportunities by funding project preparation and partnership building activities that develop sustainable infrastructure and foster economic growth in partner countries.

USTDA achieves its mission by funding feasibility studies, technical assistance and pilot projects that integrate U.S. private sector innovation into infrastructure projects at the critical early stages when design choices and technology options are determined. The Agency also connects overseas project sponsors with U.S. partners through its reverse trade missions, industry conferences and expert workshops.

USTDA's dual mission of facilitating overseas economic development and U.S. exports is unique among federal agencies. In carrying out its mission, the Agency places particular emphasis on vital economic sectors including clean energy, information and communications technology, transportation, agribusiness and healthcare infrastructure.

Requirements

All internships are virtual and available to students who are U.S. citizens and currently enrolled in an undergraduate or graduate degree program. Strong writing and analytical skills coupled with excellent work and academic credentials are essential. A demonstrated interest in international development and business is preferred. All internships are unpaid, however USTDA will work with schools to help interns secure course credits.

For summer internships, USTDA seeks a commitment of at least 32 hours per week over a 10-week period. Summer internships start June 5, 2023, and end August 11, 2023. USTDA is willing to consider earlier start dates and later end dates.

Responsibilities

- Assist in the implementation of Congressional Affairs strategy to amplify the Agency's success in meeting its unique mission.
- Participate in meetings with the Public Affairs team and support outreach efforts and strategy to Congress.
- Help develop regular update content that will be sent to various Congressional offices and Committees
- Contribute to the drafting of fact sheets, success stories, and background papers, including basic research utilizing internal and external sources.



- Assist in evaluating data to assess the effectiveness of USTDA's communications strategies.
- Participate in meeting between USTDA staff and Congress.
- Support other duties as required by the Office of Congressional Affairs.

Education

Ideal candidates will have education or experience in international relations, government affairs and public policy, and related disciplines.

Additional Information

U.S. citizenship is required, and interns will need to successfully complete a background screening prior to the start of the internship.

Required Documents

Applications must include a cover letter, resume, school transcript(s) and writing sample. Candidates must specify the Agency team(s) for which they would like to be considered. Candidates will be evaluated on their relevant skills and experience, demonstrated interest in international business and/or foreign assistance and the quality of their application materials.

Benefits

- Career development roundtables with USTDA leadership
- Intern lunch with USTDA's Director
- Frequent social and networking events
- Capitol Hill and think tank events on international trade and development
- Academic course credits

How to Apply

Applications for the upcoming summer are accepted through Tuesday, January 31, 2023, to the attention of Silvia Umana, Intern Coordinator, via email, at internships@ustda.gov. USTDA may accept internship applications after this date, subject to the availability of unfilled internship slots.

To learn more about USTDA, please visit us at www.ustda.gov.