



## **Position Title**

Intern, Office of Programs

Internships are available with the following Agency teams:

- Indo-Pacific
- Latin America and the Caribbean

## **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 fall internships, USTDA seeks a commitment of at least 16 hours per week over a 12-week period. Fall internships start September 6, 2022, and end December 2, 2022. USTDA is willing to consider earlier start dates and later end dates.



## **Responsibilities**

Responsibilities may vary by Agency team but generally include:

- Researching a variety of topics, including global market trends in key economic sectors, partner country procurement practices, U.S. industry competitiveness, regional and country-specific economic and development trends, and broader policy and trade issues.
- Conducting research and compiling background information on USTDA's prospective domestic and overseas partners.
- Analyzing sets of project data to assess key trends and patterns and providing written analysis of conclusions to inform region and sector planning efforts.
- Researching the outcomes of USTDA's funding, including the export of U.S. goods and services as well as development benefits realized by overseas grantees.
- Assisting with the drafting of memoranda and correspondence with stakeholders.
- Preparing background information and briefing materials for USTDA personnel.
- Assisting with planning and preparation for meetings and outreach with USTDA partners.
- Providing general administrative support.

## **Education**

Ideal candidates will have an educational background in international relations, finance and economics, regional studies, sector studies 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 fall are accepted through Friday, July 29, 2022, to the attention of Silvia Umana, Intern Program Coordinator, via email, at [internships@ustda.gov](mailto: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](http://www.ustda.gov).