Position Title

Summer Intern, Office of the General Counsel

Summary

The U.S. Trade and Development Agency (USTDA) helps companies create U.S. jobs through the export of U.S. goods and services for priority development 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 accomplishes its mission by funding feasibility studies, technical assistance and pilot projects that integrate the expertise and innovation of American companies. The Agency also connects overseas buyers with U.S. sellers through its reverse trade missions, industry conferences and workshops. Unique among federal agencies, USTDA is mandated to promote the participation of U.S. industry in infrastructure projects at the critical early stages when design choices and technology options are being defined. The Agency places emphasis on economic sectors with significant U.S. export potential, such as energy, telecommunications, transportation, healthcare and agribusiness.

Requirements

USTDA’s Office of the General Counsel (OGC) accepts applications for legal internships from first or second-year law students. Strong writing and analytical skills coupled with excellent work and academic credentials are essential. A demonstrated interest in international development and business is helpful. All legal internships are unpaid. USTDA requires a commitment of 40 hours per week over a 10-week period and is flexible in allowing students to schedule their internship any time between May and September. USTDA legal internships are available during the summer only. Any intern seeking credit for an internship must make their own arrangements with their law school.

Responsibilities

USTDA legal interns will work closely with lawyers in the OGC, attending briefings, reviewing legal documents, conducting legal research, writing memoranda and presenting on issues central to OGC’s work. Legal interns are regularly included in OGC meetings, during which current issues relating to USTDA and its activities are presented and discussed. Legal interns will work across all regions and technical sectors USTDA operates in (mainly energy, transportation and telecommunications), as well as in administrative law.
Education

Applicants must be first or second-year law students.

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, law school transcript (undergraduate transcript if law school transcript is not available) and writing sample.

Benefits

- “SmartBenefits” Commuter Benefits Program
- Access to on-site fitness center
- Career development roundtables with USTDA leadership
- Intern lunch with USTDA’s Director
- Regularly scheduled social events

How to Apply

Applications for the upcoming summer are accepted through Sunday, January 3, 2021, via email, at ogc@ustda.gov.

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