



## **Position Title**

Intern, Administration/Training

## **Summary**

The U.S. Trade and Development Agency 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**

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 winter/spring internships, USTDA seeks a commitment of at least 16 hours per week over a 12-week period. Winter/spring internships start January 18, 2021 and end April 16, 2021. USTDA is willing to consider earlier start dates and later end dates.

## **Responsibilities**

- Research vendors able to conduct barrier analysis.
- Provide support for special emphasis programs, arrange Agency write ups and book speakers.
- Edit and help publish EEO Policy and other HR documents.
- Create an intranet webpage for coordinating recruiting efforts. SharePoint experience is an advantage.
- Support other duties as needed for the Diversity and Inclusion Committee and the Agency's Administrative Team.



## **Education**

Ideal candidates will have an educational background in public administration, training, human resources or law with a concentration in the area of Equal Employment Opportunity and would like practical experience working in this area. Proficiency in MS Office and office automation is preferred.

## **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 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 winter/spring internships are accepted through Friday, December 11, 2020, to the attention of Silvia Umana, Administrative Specialist, via email, at [sumana@ustda.gov](mailto:sumana@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).