



## **Position Title**

Intern, Office of Programs

Internships are available with the following Agency teams:

- Indo-Pacific
- Sub-Saharan Africa
- Latin America and the Caribbean
- Middle East, North Africa, Europe and Eurasia
- Global Programs / Global Procurement Initiative

## **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, ICT, 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 summer internships, USTDA seeks a commitment of at least 32 hours per week over a 10-week period. Summer internships start June 7, 2021 and end August 13, 2021. 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 summer internships are accepted through Friday, January 29, 2021, 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).