



## **Position Title**

Intern, Office of Public Affairs

## **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**

- Assist in the implementation of USTDA's digital media, public outreach, and external communications strategies to amplify the Agency's success in meeting its unique mission.
- Help design graphics and develop content for social media and the Agency's website.
- Support the development of marketing materials.
- Contribute to the drafting of fact sheets, success stories, and background papers, including basic research utilizing internal and external sources.



- Support Agency outreach efforts and strategy for target audiences including domestic and overseas media, U.S. Congress, U.S. industry, U.S. government partners, and overseas partners including the public and private sectors.
- Assist in evaluating data to assess the effectiveness of USTDA's communications strategies.
- Support other duties as required by the Public Affairs team.

### **Education**

Ideal candidates will have education or experience in public affairs, international relations, government affairs and public policy, multimedia content development, 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 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).