



2012 Internship Opportunities

INTERNSHIP DESCRIPTION:

DEPARTMENTS SEEKING: The Alliance is seeking interns to provide support to the departments Business Development, Business Operations, Education Program, Program & Outreach and Research.

START DATE: Immediately

QUALIFICATIONS:

Strong writing and research ability, desire to learn more about international business, knowledge of basic computer applications (Word, Excel, PowerPoint, Publisher, Page Maker, Outlook), good interpersonal skills, attention to detail, ability to work effectively with a team and service oriented attitude, and demonstrate commitment to the Alliance's mission and values.

RESPONSIBILITIES:

The intern will support his/her assigned department in research, programs, administrative and general support. In return the Alliance will provide an opportunity for the intern to gain experience and familiarity with areas such as program development, trade advocacy, foreign investment, fundraising and event management.

DESCRIPTION OF DUTIES:

Responsibilities include, but are not limited to the following:

Research for assigned department

Provide support and writing assistance for department correspondence

Assist staff with event planning and preparation

Assist with data entry into Alliance database using company's customer management software

Attend and support relevant events

Assist with mailings, filing, and special projects as needed

WORK HOURS:

Hours are flexible within business hours of 8:30am-5:30pm, Monday-Friday. A firm commitment of 20 to 30 hours per week is needed.

EDUCATIONAL REQUIREMENTS: Full-time undergraduate/graduate college student.

HOW TO APPLY: Please submit a cover letter and résumé by email to Cynthia Sutton at csutton@freetradealliance.org. Please title the subject line as **2012 Internship Program**.