



Global Events Intern

Job Description

Under the direction of the Global Events Coordinator and/or Global Events Director, the Global Events Intern is responsible for assisting in coordinating SUSTA's international marketing and export activities for a federally funded foreign market development program.

The purpose of this internship is to assist with coordinating various aspects of SUSTA's Global Events, including but not limited to assisting with the following: tracking Global Events; assisting in the recruitment for various Global Events; inputting trade leads into system; assisting with meetings/seminars; and assist with reporting on Global Events.

This internship is paid.

Goal 1: Certification and Recertification

- a) Review company assessment and follow-up with company to obtain additional information needed to continue processing their accounts.
- b) Submit additional information to Global Events Director for review.

Goal 2: Recruitment Flier and Event Calendar

Assist Global Events Coordinator to make sure the event is built online and a Global Event Builder is sent to the State Department of Agriculture Activity Manager managing that event.

- a) Assist to create all recruitment fliers making sure it meets SUSTA policies for posting.
- b) Assist to make sure all recruitment fliers are posted online when event is built online.
- c) Make sure 50% CostShare program area receives a copy of each flier.
- d) Assist in recruitment for various Global Events.

Goal 3: Trade Leads

- a) Input Trade Leads received from the State Regional Trade Group (SRTG) trade lead data base into the SUSTA trade lead data base.
- b) Pull trade lead reports as requested by Global Events Director and/or Executive Director

Goal 4: Special Projects

- a) Assist in preparations for SUSTA Fall and Spring meetings.
- b) Assist with SUSTA's Unified Export Strategy (UES) submission to FAS.
- c) Assist in preparations for training new State Department of Agriculture International Marketing staff and intern on our international Marketing program
- d) Performs other duties and special projects as assigned by the Global Events Director and/or Executive Director.

Job Description: Part B.Knowledge and skills required

Require strong administrative skills and the ability to work effectively with a wide range of constituencies. Must have strong customer service skills with a certain level of assertiveness to accomplish goals. Must have excellent database management skills with the ability to gather data, compile information, and prepare reports. Must have some knowledge of international marketing. Must be able to interpret and analyze company's needs and provide guidance in getting them to the right program area at SUSTA.

Intern must be a "Matriculating" student; per FAS Program Notice 09-003. This consists of any of the following:

Intern is a student working towards a degree

Intern has started prior to mid-term of his/her final semester

Intern is an undergraduate or a graduate student

Intern has graduated but is allowed to stay on board for up to one year after graduation

Unusual Physical Demands

Work is performed in a standard office environment.