

INTERNSHIP OPPORTUNITY

SELECTUSA

U.S. Department of Commerce
Washington, DC

COMMUNICATIONS & OUTREACH INTERNSHIP

ABOUT SELECTUSA

Established by [Executive Order of the President](#), SelectUSA is a government-wide initiative to encourage, facilitate, and accelerate business investment in the United States by both domestic and foreign firms. In an era of global capital mobility, the United States faces increasing competition for retaining and attracting the industries and jobs of the future. SelectUSA's mission is to help support business investment to create jobs, spur economic growth and promote American competitiveness.

SelectUSA coordinates existing resources and functions within the U.S. Department of Commerce and across relevant federal departments and agencies. SelectUSA promotes and facilitates investment by providing services to investors and U.S. economic development organizations. To learn more about our services, please visit <http://selectusa.commerce.gov/services>.

INTERNSHIP DUTIES AND QUALIFICATIONS

SelectUSA has vacancies for unpaid internships throughout the year. This is an excellent opportunity for students to gain valuable experience and insight into business investment in the United States, international capital flows, and U.S. investment policy. Duties will range across all aspects of the operation, including handling incoming inquiries; assignments in research, writing, and economic analysis; generation of reports, PowerPoint presentations, talking points and briefing materials; and other related administrative activities. Communications interns will also assist with Twitter tactics, write tweets, draft email marketing messages, research potential partner organizations, and other related duties.

Candidates should have academic or professional experience in international relations, economics, international issues, public relations, marketing, and/or journalism; excellent research and writing skills; computer skills including MS Office applications like Outlook, Excel, PowerPoint and Word; U.S. citizenship; and current enrollment in an undergraduate or graduate school program.

Interns may work full- or part-time (During summer: minimum 20 hours, preferred 40 hours per week).

TO APPLY

Please send a cover letter and resume to Shirley Porter at Shirley.Porter@Trade.gov. Candidates who are interviewed may be requested to provide a writing sample.

Application deadlines:

School Quarter/Semester	Time Period for Internship	Deadline for Application
Fall	09/2014 – 12/2014	September 5, 2014
Winter	01/2015 – 05/2015	November 14, 2014
Summer Internship	05/2015 – 08/31/2015	April 18, 2015

NOTE: Applications will be accepted on a rolling basis. Applications that do not include a cover letter will not be considered. To learn more about SelectUSA, visit www.selectUSA.gov.