



**U.S. Commercial Service  
U.S. EXPORT ASSISTANCE CENTER  
One World Trade Center  
121 SW Salmon Street, Suite 242  
Portland, OR 97204  
Tel: 503-326-3001**

The Portland U.S. Export Assistance Center (USEAC) is a joint effort bringing together the export business development programs of the U.S. Commercial Service (an agency of the U.S. Department of Commerce) and the export finance programs of the U.S. Small Business Administration. The Portland USEAC has a limited number of volunteer internships to offer students considering careers in international business.

The mission of the U.S. Export Assistance Center is to assist small and medium-size firms engaged in export business development. The Portland USEAC fulfills this mission through one-on-one business counseling. We help companies determine their international market potential and provide comprehensive information regarding the business and economic conditions in those markets. We provide firms with direct sales leads, help them establish contacts with prospective overseas business partners, and offer promotional vehicles to introduce their products and services worldwide. As the principal federal government resource for international trade development and assistance, the U.S. Export Assistance Centers offer a unique internship opportunity for those interested in pursuing a career in international business.

The purpose of the internship is three-fold:

- 1) to provide a problem solving perspective within a "real World" professional business assistance environment;
- 2) to provide the student with the ability to creatively link their academic studies and skills with the export business development assistance we provide to our client companies; and
- 3) to provide the student with in-depth knowledge of the organizations, programs and resource base for international trade development.

Throughout the internship, the student will be assigned a host of duties and activities that include troubleshooting export business development issues for client companies, providing international market research to these companies, drafting correspondence to clients, performing database maintenance and marketing activities. You will also learn to qualify prospective exporters, gain a familiarity with government export assistance programs/services, and communicate with international and local business development organizations to assist clients. Through these activities, the intern will gain an in-depth perspective of the methodology and tools used by the USEAC to help U.S. firms increase exports of U.S. products and services, in addition to acquiring an understanding of the issues faced by small and medium-sized businesses seeking to develop exports sales.

Finally, interns also have the opportunity to work on major projects. Such projects may include research reports on selected topics, (i.e. country market/economic studies, industry studies, and "How to" guides pertaining to the export of specific products), as well as trade event projects such as the planning and recruitment for trade missions, trade shows and international business seminars.

## Requirements and Eligibility

- The internship is a six month, part-time program requiring a commitment of 12-16 hours a week. There is potential to continue the internship beyond the initial six month period.
- Applicants must be a U.S. citizen and currently enrolled (at least half-time) in an undergraduate or graduate degree program
- Candidates must have some coursework or work experience in one or more of the following fields: international business, marketing, finance, economics, business management, information management systems or foreign language studies.
- Ideal candidates should have basic proficiency with Microsoft Office Products
- Intern schedules are flexible and the Portland USEAC will work with the intern to develop a schedule that accommodates their college course schedule and other work commitments.

To apply, potential candidates should send their resume and a statement of interest via e-mail to our Internship Coordinator and Senior Trade Specialist, Allan Christian at [Allan.Christian@mail.doc.gov](mailto:Allan.Christian@mail.doc.gov). Please include which six month period you are applying for.