



## THE COMMERCIAL SERVICE

Embassy of the United States of America

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### POSITION DESCRIPTION – INTERNSHIP PROGRAM

Intern (Trade Assistant) \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ to \_\_\_\_\_

Location \_\_\_\_\_

#### A. Description of General Intern Duties:

**Market Briefs:** The intern prepares written market research briefs (Industry Sector Analysis (ISA), International Market Insights (IMI), etc.) on one or several French industry sub-sector(s). The ISA includes best prospect data, information on financing, special end-user interest factors, and market contact lists. The intern will work with the Trade Specialist to compile the research data that is needed to write the report. The intern will write the ISA, under the direction of the Trade Specialist, following the specifications and guidelines issued by the U.S. Department of Commerce.

**International Partner Search (IPS) & Gold Key Matching Service (GKS):** Under the direction of the Trade Specialist, the intern will be assigned to work an IPS and or GKS for specific U.S. clients. The goal is to identify French agents/distributors/importers interested in representing the U.S. firm's product or service on the French market. The intern will prepare a written report on the result of the IPS search and will schedule pre-screened appointments with French firms. The intern works with the Trade Specialist to arrange the necessary contacts, make the required appointments, provide any background information or market research needed, brief the client on market conditions in the appropriate industry sector, accompany the client on his calls and prepare any required follow-up materials.

**Trade Missions, U.S. Pavilions at Trade Shows, and Other Events:** Interns assist in the preparation of various events. They participate in U.S. pavilions at established trade shows, U.S. trade missions, seminars and other trade events aimed at promoting U.S. products and services in the French market. Interns assist with the compilation of information needed for advertising brochures, the design and execution of a market promotion campaign, the scheduling of appointments for French firms to meet the U.S. participants, and the staffing of booths or other activities at trade shows.

Student interns also assist the U.S. Commercial Service with everyday activities of the department, such as answering inquiries from French firms, preparing mailings, inputting data in the Client Management System (CMS) and Buy USA e-commerce portal, as well as assisting with general

administrative/clerical duties.

**B.** The intern will work on specific projects under the direct supervision of an American Officer or a Foreign Service National Trade Specialist. The position is non-sensitive. The intern will work only on projects that do not require the handling of sensitive or classified materials. The internship is not subject to remuneration.

*For the Regional Security Officer*

*I have determined that the position description listed above reflects the duties and responsibilities of a non-sensitive position which does not require access to sensitive areas at post nor handling of classified or sensitive material.*

*Signature*  
*Regional Security Officer*

*Date*