



## Job Description

**Job Title:** Research Associate  
**Department:** International Trade & Development (IT&D) Division  
**Reports To:** Vice President, International Marketing & Research  
**Location:** Orlando, Florida  
**FLSA Status:** Non-Exempt / Hourly  
**Annualized Wage:** \$38,500

### **BASIC PURPOSE:**

The Research Associate is a full-time, entry-level position responsible for assisting the International Trade & Development Division in maintaining a catalog of special reports, publications, and datasets that support international trade and business development activities in the state of Florida.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Research topics needed to update Division marketing materials, website, presentations, and special reports related to Florida's trade position and foreign direct investment in the state.
- Analyze Florida's monthly and annual international trade activity utilizing online subscription resources.
- Analyze foreign direct investment (FDI) activities in Florida utilizing a variety of purchased and subscription databases, and primary research.
- Provide trade and FDI research to support the efforts of Enterprise Florida's network of International Offices.
- Conduct internet research/business intelligence gathering regarding a variety of international business development topics.
- Assist with development of research, databases, marketing materials, and strategies to support sector-specific trade development.
- Perform other duties as assigned.

**SUPERVISION:**

None

**ACCOUNTABILITY: Impact and Scope:**

No financial or other measurable accountabilities have been identified for this position

**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's degree in Economics, International Studies, Business, Marketing or related course of study.
- Familiarity with Microsoft Office Applications and intermediate-level competency with Excel.
- Ability to communicate effectively in English, both verbally and in writing, is essential.
- Strong attention to detail and accuracy.
- Internet and database research experience.

**PREFERRED QUALIFICATIONS:**

- Holds – or is pursuing – a Master's degree in Economics, International Studies, Business Administration, Marketing or related course of study.
- Experience or familiarity with international business activities (international trade as well as foreign direct investment).
- Experience or familiarity with economic development practices.
- Previous experience/internship in a corporate environment.

**HOURS:**

40 hours per week, however, EFI will accommodate a flexible 40-hour weekly schedule for those pursuing a graduate degree program.

Send resume with salary history to: [hrdirector@enterprisefflorida.com](mailto:hrdirector@enterprisefflorida.com)

*EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.*