



## Job Description

<b>Job Title:</b>	<b>Intern – Part Time/Temporary</b>
<b>Department:</b>	<b>International Trade &amp; Development (IT&amp;D)</b>
<b>Location:</b>	<b>Coral Gables</b>
<b>Reports To:</b>	<b>Director, International Strategic Initiatives</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Compensation:</b>	<b>\$12/hour</b>
<b>Hours:</b>	<b>Maximum of 25 hours per week. Flexible scheduling available</b>

**BASIC PURPOSE:** The Summer Intern will assist Enterprise Florida's International Trade & Development Division with general office support, clerical duties related to ITD's function (including Certificates of Free Sale, FDI, Strategic Initiatives etc.), marketing support, and other various tasks and initiatives.

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

- Update and expand existing database of contacts that SVP and other team members have collected. Transfer business card information into a database.
- Research topics needed to update IT&D marketing materials, website, presentations, and special reports related to Florida's trade position and foreign direct investment in the state
- Support the clerical and administrative function of EFI's Miami office as the Manager of Administration and Export Compliance sees fit.
- Support the important projects from the Director of Int. Strategic Initiatives for the Farnborough Florida delegation and for SEUS Japan, etc.
- Support the salesforce entries of established projects from the FDI's Latin American team (Carlos Guerra, Nathalia Ortega, and Z. Joe Kulenovic).
- Prepare data sets and reports on Florida's international trade and foreign direct investment (FDI) activity utilizing online subscription resources
- Provide trade and FDI research to support the efforts of EFI's network of International Offices and Regional Trade Managers around the state
- Conduct internet research/business intelligence gathering on a variety of international business and commercial topics

**SUPERVISION:** None

**ACCOUNTABILITY: Impact and Scope:** No financial or other measurable accountabilities have been identified for this position

### **MINIMUM QUALIFICATIONS REQUIRED:**

- Pursuing Bachelor's degree in International Studies, Economics, Business Administration, Marketing, or related course of study
- Competency with Microsoft Office Applications, particularly Excel, but including Word, Outlook, and PowerPoint)
- Strong quantitative and analytical skills, particularly in working with spreadsheets
- Ability to communicate effectively in English, both verbally and in writing
- Ability to prepare written materials accurately for distribution and publication on company website
- Internet and database research experience

**PREFERRED QUALIFICATIONS:**

- Pursuing Master's degree in International Studies, Economics, Business Administration, Marketing, or related course of study
- Familiarity with international business trends and issues (in foreign direct investment as well as international trade)
- Previous experience/internship in a corporate environment

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Please submit resume through the job posting on [Indeed.com](https://www.indeed.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.**

**We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.**