

The Arizona Department of Agriculture located in Phoenix, AZ is pleased to offer an **International Marketing/AgriBusiness Internship** beginning March 2017.

We are currently recruiting for an intern to provide support to international agricultural marketing programs. Responsibilities to include trade policy research, database updates, trade mission preparations, development of recruitment materials for promotions and events, distribution of promotion announcements, scheduling and logistics for visiting international buyers.

Qualifications:

- Intern's start date must be no later than the middle of their final semester before graduation
- Must be a U.S. citizen or have a visa that permits you to work and be a student in the U.S.
- Must be able to work up to 19.5 hours per week
- Must be computer literate with experience using Word, Excel, Outlook, and database programs
- Strong verbal and written communication skills
- Must have own transportation to/from the Phoenix office
- Attention to detail, self-motivated, creative, resourceful, and outgoing
- Dress and conduct oneself with professionalism while representing the Department
- Preference will be for students majoring, or with a degree, in an Agriculture related field with knowledge or experience in international trade/business or an International Business/International Relation degree with knowledge or experience in Agriculture

Possible Scope of Work: help coordinate an inbound trade mission to southern Arizona for Korean and European Union nut buyers, update state/Western U.S. Agricultural Trade Association (WUSATA) databases, collect information for state/WUSATA newsletters and web sites, promote and recruit companies to participate in ongoing and event-based state/ WUSATA services, hold one-on-one discussions with companies about exporting opportunities and available assistance, assist with state/WUSATA marketing related outreach, collect evaluations from companies that have participated in WUSATA activities, generate success stories from companies that have participated in WUSATA activities, organize and recruit for state/WUSATA export seminars and other events, obtain written permission from companies to receive information on state/WUSATA programs and services

Approximate Duration: part-time March 2017 – December 2017

Hours: up to 19.5 hours per week Monday – Friday with some flexibility to meet class schedules

Compensation: \$11.00/hour funded through WUSATA

Application Deadline: **February 17, 2017**

Submit a letter of interest and resume to Leatta McLaughlin at: lmclaughlin@azda.gov; Fax 602-542-4290; or Arizona Department of Agriculture, Attn: Leatta McLaughlin, 1688 W Adams, Phoenix, AZ 85007

Questions can be addressed to Leatta McLaughlin at 602-542-7186