



## **2021 Internship Opportunities\***

**\*Please note:** All of our internships are unpaid, but we will work with schools to arrange for-credit internships if applicable. Successful interns will receive a letter of recommendation upon completion of internship that can be posted on LinkedIn or other appropriate site.

### **Administrative Internship**

#### **Who We Are**

The World Trade Center Delaware is a not for profit organization that helps small and medium-sized businesses to engage in international trade through product, services and technical assistance delivery. We identify market opportunities that enable our members to respond to a wide variety of sectors, including government, private industry, nongovernmental organizations, as well as multilateral aid funders.

We also conduct readiness assessments that help our clients determine their ability to engage in international trade and prepare to do so. Through business roundtables, seminars, and one-on-one consulting, we equip companies with the knowledge and connections they need to expand in the global marketplace.

As a member of the World Trade Centers Association, we can provide resources in more than 90 countries, supported by 15,000 WTC professionals in over 320 WTCA member centers that deliver integrated, reciprocal resources around the world. This results in our members and clients being able to deliver higher quality, location and culturally specific goods, services and technical assistance, while saving time and money for the funder and beneficiary.

#### **Responsibilities:**

Administrative Assistant responsibilities include:

- maintaining/editing data bases used in preparing reports
- maintaining appropriate filing systems
- preparing electronic bulk mailings
- assisting with administration of events (plus developing/designing event flyers)

The ideal candidate should have excellent oral and written communication skills, be detail oriented, and be able to work independently using tools such as MS Excel, Google Docs, and office equipment. Familiarity with Constant Contact (Email Marketing Software) is a plus.

#### **Required Job Qualifications: (demonstrated proof of ability via course work and projects can substitute for employment)**

- Knowledge of office management systems and procedures

- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office suite of tools (MS Excel and MS PowerPoint, in particular)
- Proficiency in Adobe
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree

**Eligibility for international students (non-U.S. citizens or permanent residents):**

\* World Trade Center Delaware would hire international students seeking opportunities in their field of study. (OPT and/or CPT eligible)

**Required Documents:**

- \* Cover Letter
- \* Resume

**Job / Employment Type:**

- \* Internship / Part-Time

**Duration:**

- \* Temporary / A minimum 6-month commitment is required.

**Job Location:**

\* Candidates for this position would be welcome to work remotely from anywhere in the world or in-person with key team members in the Delaware area. Candidates must commit to 20 hours of required training. In-person options are dependent on a range of COVID-19 health and safety guideline.