



U.S. Commercial Service
U.S. EXPORT ASSISTANCE CENTER
One World Trade Center
121 SW Salmon Street, Suite 242
Portland, OR 97204
Tel: 503/326-3001 Fax: 503/326-6351

The Portland U.S. Export Assistance Center (USEAC) is a joint effort bringing together the export business development programs of the U.S. Commercial Service (an agency of the U.S. Department of Commerce) and the export finance programs of the U.S. Small Business Administration. The Portland USEAC has a limited number of **volunteer** internships to offer undergraduates as well as recent graduates considering careers in international business. Only U.S. citizens are eligible for consideration and applicants should be enrolled in a Bachelor's or Master's degree program and have a 3.0 GPA or better. Bachelor's degree candidates should also be in their Junior or Senior year.

The mission of the U.S. Export Assistance Center is to assist small and medium-size firms in developing or expanding their export sales to various international markets. The Portland USEAC assists these companies through a diverse range of export promotion programs, and in partnership with our international colleagues based in over 80 countries. We help companies determine their international market potential and provide comprehensive information regarding the business and market conditions in various countries. We provide firms with direct trade leads, help them establish contacts with prospective overseas business partners, and offer promotional vehicles to introduce their products and services worldwide. As the principal federal government resource for international trade development and assistance, the U.S. Commercial Service offers a unique internship opportunity for those interested in pursuing a career in international business.

The purpose of the internship is: 1) to help the student understand the basics of export business development 2) to further the student's knowledge and development of a unique career experience through their work in assisting Pacific Northwest firms in developing and expanding export sales to various international markets; 3) to provide the student with the ability to creatively link their academic studies and skills with the export business development assistance we provide to our client companies; and 4) to provide the student with in-depth knowledge of the organizations, programs and resource base for international trade development.

Throughout the internship, the student will be assigned a host of duties and activities that typically include:

- Helping clients to assess and address challenges in export business development
- Providing market research and customized information to clients
- Communicating directly with clients and with our international offices in day to day client assistance
- Working collaboratively with our business development partner organizations to assist clients
- Working together with Portland USEAC staff in the development, promotion and execution of international trade seminars, webinars and conferences
- Promotional outreach to clients for seminars, webinars and other international trade development events

For further information on internships with the Portland USEAC, please contact Allan Christian at 503/326-5450 or send an e-mail to allan.christian@mail.doc.gov