



INTERNATIONAL TRADE COUNCIL Internship Job Description

Job Title: ITC Intern **Reports to:** Administrator

Approved (ITC Directors): _____ **Effective Date:** Spring 2012

Internship Summary

The ITC Intern is a front-line position assisting the Administrator and Executive Committee with execution of the organization's programs, marketing and membership initiatives. This position reports to the ITC Administrator and is a part-time, non-paid position, averaging 10 hours per week (or no more 40 hrs a month). This position holder would be eligible to receive internship credit at an accredited higher education facility.

Internship Learning Objectives:

Office Administration and Procedures. Intern will gain experience in office administration, 90% applicable to any office's administration.
Accounting. Intern will train on, and understand basic accounting and financial reporting principles.
Public Relations/Marketing. Intern will be actively engaged in marketing and public relations, from conceptual design to implementation.
Boardroom Process. Intern will become familiar with the use of Robert's Rules of Order to efficient conduct of business at a board and committee level in a parliamentary process.
Database Management. Intern will become familiar with and use three distinct databases.
International/Intercultural Experience. Intern will be working with and exposed to high-level government officials, executives and community leaders. At times, adapting culturally and diplomatically will be important.
Career Planning. ITC will provide a career mentoring volunteer to explore potential future career options.

Primary Responsibilities

1. **ITC Mission and Policy:** Achieves a solid knowledge of the International Trade Council's mission, programs, and general operational activities and assists the Administrator and Executive Committee in maintaining corporate policies and procedures.
2. **ITC Events:** Assists the Administrator and Event Volunteers with events as needed. This may include any of the following activities: organizing materials, coordinating venues and speakers, attendance at ITC events, event check-in.
3. **Membership:** Maintains and updates directory of all members, directors, and officers including contact information, payments, membership status, etc.
4. **Marketing:** Assists the Marketing Committee to research and execute its marketing plan.
5. **Website/Communications:** Maintains website and social web marketing initiatives, researches different website/social media options as directed by the Administrator and/or the Executive Committee.
6. **Bookkeeping:** Collects, processes, and records registration information and fees for ITC events-accounts payable (QuickBooks).
7. **Office:** Maintains general office files. Sets up new files as directed by immediate supervisor. Assists with email and phone inquiries and prepares reports when necessary.
8. **Prepares for and attends Board meetings.** Assists ITC committees and/or attends their meetings per request.
9. Performs other special projects assigned by immediate supervisor.
10. Maintains the confidentiality of all information processed.

Performs related duties as assigned by Administrator or Executive Committee.

Regular and consistent attendance is required.



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Essential Skills:

- *Organizational and Prioritization Skills
- *Customer Service Skills
- *Must work well independently and under time-sensitive pressures.

Internship Qualifications:

Required:

- *Minimum of one semester of college completed.
- *Minimum of one year general office experience.
- *Proficiency in Microsoft Outlook, Excel, and Word, or comparable programs
- *Interest in international affairs and/or business

Preferred:

- *Experience with Microsoft Access and QuickBooks
- *Website management/development or graphic design skills,
- *Marketing or Accounting Experience
- *Bilingual.