Event & Education Intern Position

INTERN ROLE RESPONSIBILITIES:

In coordination with Chairs of Export Resources and Education Committees, execute within ADEC’s approved system of e-communications outreach to government agencies, community and business partners, and membership to promote events/programs. Executes to Committees’ priority initiatives, to include:

Research & Event Promotion

1. Main Responsibilities: online research, event/program database management, mass email communications, online event postings, event descriptions, social media administration including e-newsletters and blogs, drafting of marketing flyers and press releases, posting of member information and short bios. Ensure sponsor postings are timely, accurate and up-to-date.

2. Data Collection, Distribution & Evaluation: Research, develop and maintain a current list of member and event/program participants. Assist Chair and Co-Chair in developing automated reporting on member and outside participation of events. Update and utilize approved ADEC database and automated marketing CRM tools to initiate electronic drip-marketing promotional campaigns. Management of distribution outreach numbers, response and close rates.

3. Event Revenue Collection: Using approved online ticketing system timely setup event online registration criteria. Automate and distribute revenue reports to ADEC committee chairs and treasurer, as required.

4. Speakers: Assist in identifying and booking keynote and panel speakers among our strategic partners.


BENEFITS OF THE INTERNSHIP & WHAT YOU WILL LEARN:

• How the public and private sectors work in community, regional, state and federal levels. How to directly support successful public/private export partnerships.

• How to tap into information management resources and improve your database skills in a practical setting.

• Augment your learnings and educational path.

WHAT WE REQUIRE:

• Strong written, online and oral communication skills. Comfort and proficiency with Microsoft Office, Google tools, databases, social media outlets and email marketing systems.

• Ability to work independently. Display a congenial and confident team approach. Demonstrate preparedness for tasks and activities. Good planning ability emphasizing a steady flow of productivity and timeliness. Efficient use of energy and time. Clear and direct communicator.

• Seek cooperation and execute at high levels of performance.

• Commit to a 12-hour work week for no less than 1 semester.

• Must be a US Citizen or legally permitted to be in US and work.

http://www.exportaz.org

Interviews are conducted at our offices or via webinar. Hours are flexible. To apply for the internship, submit your letter of intent and resume to intern@vision-alignment.com.
INTERN ROLE RESPONSIBILITIES:

Provide policy and legislative advocacy and logistical support. Reports directly to TPLA Chair and Vice-Chair. As a backup role, when possible, provide research and database contact management assistance. Executes to TPLA priority initiatives:

1. Policy & Legislative Advocacy Support
   a. Assist TPLA committee to develop Arizona Trade Story as the basis for advocacy agenda.
   b. Develop TPLA Advocacy Calendar of Events and ensure its timely dissemination and reminders to members; coordinate with staff Arizona congressional offices and state legislative leadership, as well as with other state agencies and economic development, business and trade organizations to develop TPLA priority issue bill tracking process; publish and track participation at State Legislature hearings. If schedule permits, attend such meetings along w/ TPLA Committee Members.

2. Events Logistical Support
   b. Coordinate trade breakfasts; assist with scheduling and advance notification of one-on-one Arizona Federal Delegation and State legislative leadership meetings, including all preparation materials; work with USEAC staff to ensure room set-up, handouts and audio visual requirements. If schedule permits, attend such meetings along w/ TPLA Committee Members.

BENEFITS OF THE INTERNSHIP & WHAT YOU WILL LEARN:

• How the public and private sectors work in community, regional, state and federal levels. How to directly support successful public/private export partnerships.
• How to tap into information management resources and improve your database skills in a practical setting.
• Augment your learnings and educational path.

WHAT WE REQUIRE:

• Display an optimistic, outgoing and persuasive approach to all parties involved. Display a congenial and confident team approach. Demonstrate preparedness for tasks & activities. Good planning ability emphasizing a steady flow of productivity and timeliness. Efficient use of energy and time. Clear and direct communicator. Seek cooperation and execute at high levels of performance.
• Commit to a 12-hour work week for no less than 1 semester.
• Must be a US Citizen or legally permitted to be in US and work.

Additional Information:

This position is unpaid and interns can receive college credit. Interviews are conducted at our offices or via webinar. Hours are flexible. To apply for the internship, submit your letter of intent and resume to intern@vision-alignment.com.
Social Media Management
Intern Position

Are you delighted with the idea of making a real difference to the world in the area of exporting? Do you see yourself in a career that provides opportunities in both the public and private sectors?

If it is important for you to directly support and be guided by influential leaders of small and large enterprise, those making a real difference today in global export outcomes today, we offer a magnificent intern opportunity for you.

Arizona District Export Council, Arizona’s Voice for Global Trade, can be your home to develop your unique gifts and talents in the area of research and data management. The Arizona District Export Council (DEC) provides local leadership in international trade through its 30+ member council of international trade veterans and experts, all appointed by the U.S. Secretary of Commerce. The District Export Council:

- Collaborates with Arizona business, public and private sector groups to stimulate economic growth through trade and investment;
- Advocates for a well-informed public and political dialogue about global business in Arizona;
- Prepares Arizona to be a “global ready” State; and,
- Supports the Arizona U.S. Export Assistance Center, a division of the U.S. Commercial Service.

INTERN ROLE RESPONSIBILITIES:

1. Engaged with Relevant Social Media Trends and Popular Platforms to Expand and Enrich AZ DEC’s Market Outreach.
2. Reports Directly to Communication Chair and Vice-Chair.
3. Executes to Communication’s Priority Initiatives:

   1) Elevate Social Media Presence
      a. Develop strategies for inspiring followers to connect, become a member/sponsor/advocate, and participate activities and events.
      b. Develop and implement campaign/event marketing on all social media platforms.
      c. Develop and implement a system where DEC’s community public and private constituents can effectively share upcoming events, campaigns, and content to be featured on our social media pages.
      d. Perform market research for development of posts, though some content will be provided.
      e. Offer insight on how to expand and improve social media practices.

   2) Manage & Execute Social Media Tasks
      a. Create a clear monthly Social Media calendar with the language for all social media platforms.
      b. Respond to messages to Facebook, Twitter, Instagram, LinkedIn, Tumblr, and Snapchat.
      c. Engage with relevant social media trends and popular platforms to enrich and expand DEC’s outreach. Report on audience receptivity.
      d. Write and post effective, inspiring, and engaging daily content for all social media pages while keeping the voice of DEC.
e. Leverage applicable apps to track weekly progress on all social media platforms.

f. Maintain all DEC social media platforms, making sure each platform is up to date and interconnected.

 g. Adhere to AZ DEC’s social media policies,

WHAT YOU WILL LEARN:

• How the public and private sectors work in community, regional, state and Federal levels.
• How to directly support successful public/private export partnerships.
• How to tap into information management resources and improve your database skills in a practical setting.
• Augment your career path.

WHAT WE REQUIRE:

• Display a congenial and confident team approach, including: a creative, proactive, committed, enthusiastic and exacting approach.
• Demonstrate preparedness for tasks and activities. Good planning ability emphasizing a steady flow of productivity and timeliness. Efficient use of energy and time. Meet daily, weekly and monthly deadlines.
• Seek cooperation and execute at high levels of performance.
• Clear and direct communicator.

ELIGIBILITY INFORMATION:

• The position begins October and ends ______________.
• You are expected to work 12 hours a week.
• This position is unpaid and interns can receive college credit.
• Openings become available sporadically.
• Interviews are conducted at our offices or via webinar. The office operates Monday through Friday, 8:00 am to 5:00 pm.

ELIGIBILITY REQUIREMENTS:

• Position is an unpaid position with a possibility of a travel stipend.
• Must be a U.S. Citizen and pass a fingerprint check.
• Must be enrolled at least part-time in a college or university.

TO APPLY FOR THIS INTERNSHIP:

• Please submit your letter of intent and resume to intern@vision-alignment.com.