

Idaho-Mexico Trade Office Internship

Internship

The Idaho-Mexico Trade Office in Guadalajara, Jalisco, Mexico, was established in 1994 to facilitate Idaho exports to Latin America. It is managed by the Idaho State Department of Agriculture in cooperation with the Idaho Department of Commerce. In addition to serving Idaho exporters, each year, we actively seek university students that are interested in spending a semester in Guadalajara to intern in the trade office. Up to three intern opportunities are available each year. Currently the internship is a non-paid position and students must cover their own travel and living expenses.

Intern duties include:

- Conducting research and assisting Idaho companies with entry strategies for Mexico/Latin American markets
- Developing business leads for Idaho companies interested in Latin America
- Responding to business-related questions from Idaho companies, universities and partners regarding Mexico
- Interpreting and arranging appointments for visiting Idaho organizations and individuals
- Aiding in the organization of trade events and commercial missions

2011 INTERNSHIP PERIODS

January - April/May

May/June - August

September - December

Preferred Qualifications:

- Junior/Senior class standing or recent university graduate
- Proficient in Spanish
- International Business, International Studies, Spanish majors or a related field of study

Application Requirements:

- Resumé of relevant work, academic, volunteer, extracurricular or other experience
- Cover letter detailing the reasons for wanting to participate in this program
- Two letters of recommendation (if submitting by e-mail, submit signed, scanned copies - preferred)

TO APPLY FOR AN INTERNSHIP POSITION, e-mail or mail these materials to:

Christy Newbold, Trade Specialist

Idaho Department of Commerce

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