

INTERNSHIP DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Answering phones, filing, sorting mail, making deposits, etc. as office needs dictate.
- Planning, preparation and participation in WITA events and programs.
- Maintaining the WITA web page and the membership database on a daily basis.
- Following current trade events and updating over 16000 trade professionals through the America's Trade Policy web page
- Having an integrated role with the Young Trade Professionals organization
- Helping produce/design flyers and promotional materials.
- Summer--Assisting in the organization of WITA's Annual Awards Dinner.

WITA is a non-profit, voluntary organization dedicated to providing a neutral forum in the nation's capital for the discussion of international trade issues. We rely heavily upon the support and assistance of volunteer interns. In return, interns are given tremendous opportunity to learn about the global trade community, the Washington political and economic environment and specifics of international trade as well as practical office skills and interaction.

WITA internships are paid and transportation costs can be reimbursed (within reason). Schedules are flexible but should be a minimum of 35 hours or 5 days a week.

To apply, please submit a cover letter and resume to internships@wita.org. Cover letters should address 3 things that you hope to accomplish during your internship, time requirements and expectations, and dates of availability. Resumes should either be cut and pasted into the body of an email, or sent as a Microsoft Word document.

Resumes can also be sent to:

Internship Coordinator
Washington International Trade Association
1300 Pennsylvania Avenue, NW
Suite G329
Washington, DC 20004