



## Internship

### **POSITION TITLE: Programs & Training Assistant**

This WTC internship offers hands-on experience in assisting WTC staff serve ongoing client needs. The internship is focused on supporting the Deputy Director with design of WTC marketing materials, program marketing as well as media work. Trade and market research will be required for developing new program/seminar ideas in addition to researching appropriate target audiences. The intern must be a self-starting individual, comfortable working on his/her own. Client site visits are also provided in the internship. Interns enjoy complimentary access to all WORLD TRADE CENTER *Saint Louis* award-winning seminars, events and workshops to increase international understanding. Please note, internships are unpaid.

### **POSITION DESCRIPTION:**

- ▶ **Conduct** market research for the development of educational programming. This will involve using in-house resources and databases as well as outside sources.
- ▶ **Support** the planning and organizing of international trade educational programs, seminars and networking activities.
- ▶ **Assist** with the maintenance of the WTC database to ensure information is current and readily accessible.
- ▶ **Assist** with responses to develop cooperative programming. This might include generating company contact lists or assisting with setting up of business appointments regarding sponsorship or presenters.
- ▶ **Support** front desk responsibilities as requested; duties include greeting clients/tenants, answering phones, opening mail, etc.
- ▶ **Perform** other duties as assigned, including assisting with programs, mailers, and setting up conference rooms, etc.

### **EXPECTATIONS:**

- ▶ **Commitment** - Make a commitment of working 15 - 20 hours per week. Opportunities available for extended internship.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked. Statement of confidentiality must be signed.
- ▶ **Good Attendance** - Adhere to the schedule that is mutually agreed upon.

**Note: Internship candidate should be prepared to bring to first interview samples of marketing pieces developed for class or freelance projects.**