

## **Oregon Department of Agriculture, Development and Marketing Division**

2012 internship

Focus: International Trade and Market Development

The Ag Development and Marketing Division, in cooperation with the Western U.S. Agricultural Trade Association (WUSATA), has received a U.S. Department of Agriculture grant to support an intern at the Oregon Department of Agriculture to assist with the department's commitment to expand export markets for Oregon food and agricultural companies.

Activities will include, but are not limited to:

1. Recruiting for ongoing and upcoming International assistance programs.
2. Identify and develop a research project for an Oregon industry sector.
3. Assist with agency's education & outreach for export development.
4. Assist with marketing of state and WUSATA programs to Oregon industry.
5. Assist with activity development to address industry sector barriers to export.
6. Assist activity management of ongoing export development activities.
7. Coordinate the writing and transmission of export trade leads to industry.
8. Assist the Division with updating our exporters database, contact lists and Internet listings.
9. Cataloging digital images and other media related to International marketing efforts.

### **Office Location:**

Food Innovation Center  
1207 NW Naito Pkwy. Suite 104  
Portland, OR 97209

**Qualifications:** Must be a student, or within six months of graduation, Must be a U.S. citizen or have a visa that permits the individual to work.

### **Experience Desired:**

Experience working in an office setting  
Business and Marketing coursework/experience  
International Experience  
Grant Administration  
Food and Agriculture  
Strong writing and verbal communication skills  
Sales experience  
Communications, web, digital and social media experience/coursework

\*Those with strong interest in developing above skill sets may also be considered

**Compensation:** \$10-12 per hour

Schedule: 15-20 hours per week (with some flexibility for more hours)

Duration: Minimum of 4-6 months, ideally, looking for a commitment through the end of 2012

Please submit a cover letter and résumé by February 3, 2012 to:

Amanda Welker, International Trade Manager  
Oregon Department of Agriculture  
[awelker@oda.state.or.us](mailto:awelker@oda.state.or.us)

Interviews will be scheduled the second week of February.

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