



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 Director of Programs & Training 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.