



**WORLD TRADE CENTER®**  
**GREATER PHILADELPHIA**

## International Business Development Intern

### **Job Description:**

The International Business Development Intern will:

- Research and analyze information relevant to business development
- Accompany international trade specialists on client meetings and process follow-up action items for clients
- Conduct market, country, and topical research
- Assist with the cultivation of new company members and corporate partnerships
- Assist with entry of client information and business objectives into the State of Pennsylvania's export tracking database
- Provide logistical support for educational seminars and business networking events
- Assist with general office procedures including data entry, trafficking calls, collating informational packets, etc.

Candidates must demonstrate the following qualifications:

- Excellent communication skills, both verbal and written
- Self-motivated, with the ability to work independently
- Organizational and time-management skills
- Proficient with Microsoft Word, Excel and PowerPoint

The Marketing and Event intern will report to the Manager of Marketing and Membership.

### **About the World Trade Center of Greater Philadelphia**

The World Trade Center of Greater Philadelphia (WTCGP) provides a world-class portfolio of international trade services and key global connections to help the region's companies succeed in global markets, expanding the economic growth of the region as a whole. Since 2002, the WTCGP has helped generate over \$571 million in incremental export sales, generating over 7,400 new jobs for the Greater Philadelphia region.

Our core services include:

- Counseling provided by experienced international trade specialists
- Educational seminars and conferences on topics related to international business
- Customized and comprehensive market research capabilities
- Business matchmaking and networking opportunities
- International trade missions

### **To apply:**

Please e-mail or mail your cover letter (which should indicate your desired start dates and hourly availability) and resume to:

World Trade Center of Greater Philadelphia  
Internship Program – Marissa Collen  
1500 John F. Kennedy Blvd, Suite 305  
Philadelphia, PA 19102

**Or email to:** [careers@wtcphila.org](mailto:careers@wtcphila.org)