

JOB LISTING:
JUNIOR EXPORT ASSOCIATE

U.S DEPARTMENT OF COMMERCE, INTERNATIONAL TRADE ADMINISTRATION,
U.S. COMMERCIAL SERVICE, SOUTHERN NETWORK



INTERNATIONAL
TRADE
ADMINISTRATION



POSITION TITLE:

Junior Export Associate – U.S. Commercial Service, Southern Network.

LOCATION:

Remote or Hybrid (with in-person opportunities in Columbia, S.C.).

DURATION:

Spring and Summer 2025 (extendable through Fall 2025).

ABOUT THE U.S. COMMERCIAL SERVICE:

The U.S. Commercial Service is part of the U.S. Department of Commerce's International Trade Administration. We connect U.S. small- and medium-sized businesses with global opportunities, helping them navigate international markets to increase exports and support American jobs. The Southern Network is committed to fostering international partnerships, organizing impactful programming, and delivering effective communication strategies to support stakeholders and clients.

POSITION OVERVIEW:

The U.S. Department of Commerce’s U.S. Commercial Service is seeking motivated and detail-oriented students and recent graduates to serve as junior associates for spring and summer 2025, with the opportunity to extend through fall 2025. Junior associates will lead one of three teams based on their interests and strengths:

- **Business Promotion Team:** This team supports clients and Trade Specialists through market research, data analysis, and the development of contact lists for overseas distributors. The junior associate overseeing this team assists services such as International Partner Search (IPS), Goldkey, and B2B matchmaking at trade shows.
- **Events & Marketing Team:** This team plans and executes trade-related events, including webinars and in-person programming. The junior associate overseeing this team engages with industry leaders, creating programming that is valuable to the Southern Network’s small- and medium-sized businesses.
- **Communications Team:** This team supports stakeholder outreach—primarily to Congress—as well as the Network’s marketing and online presence. The junior associate overseeing this team manages the Network’s congressional outreach, South Carolina’s District Export Council (DEC) website, and supports other communication initiatives.

The Southern Network’s students and young professionals program is designed to be member led and autonomous, allowing a high degree of ownership and creativity. Other roles in the program are noted below, if you might like to explore those as well. If you choose to apply to multiple roles, you are welcome to use the same application materials between them.

- Analyst, working on one of our three teams.

- Senior Associate, managing the Southern Network’s student and young professionals program.

KEY RESPONSIBILITIES:

Junior associates will oversee and guide an analyst team to support the Southern Network’s objectives. Responsibilities include:

- Managing, mentoring, and coordinating the work of analysts to ensure quality deliverables and alignment with program goals.
- Assigning tasks and monitoring progress across projects, including market research, event planning, communications, and tool development, while providing constructive feedback and support.
- Leading the planning, execution, and delivery of key projects, such as webinars, trade show matchmaking, and client engagement initiatives.
- Acting as a liaison between the analyst team, supervisors, and external stakeholders to ensure clarity and alignment on objectives.
- Reviewing and synthesizing reports on performance metrics and presenting actionable insights to supervisors.
- Participating in strategy meetings, contributing to decision-making, and fostering a collaborative team environment.

QUALIFICATIONS:

- Student or recent graduate with a degree in business, economics, marketing, international relations, communications, or a related field. Relevant experience in leadership, team management, or project coordination preferred.
- Strong written and verbal communication skills; able to guide team members and represent the team effectively.
- Advanced knowledge of Microsoft Office Suite. Experience with data visualization tools, CRM platforms, or project management software is a plus.
- Demonstrated ability to manage teams, delegate tasks effectively, and drive results in a collaborative environment.
- Proven ability to prioritize multiple projects, meet deadlines, and adapt to evolving priorities.
- Interest in business, international trade, economic development, public service, and fostering U.S. small business growth.
- U.S. citizenship and ability to provide the required background check documentation, including:
 - Signed Volunteer Service Agreement;
 - Form I-9 Employment Eligibility Verification;
 - OF-306 Declaration of Federal Employment;
 - Fair Credit Authorization Form;

- Fingerprint cards;
- Resume; and,
- Unofficial transcripts.

HOURS & COMPENSATION:

15 hours per week, with flexibility around academic schedules. This is an unpaid role.

BENEFITS:

- Gaining hands-on experience managing and mentoring a team while enhancing project and stakeholder management skills.
- Expanding expertise in market research, supply chain matchmaking, event planning, stakeholder engagement, and strategic communications.
- Collaborating with experienced professionals, peers, and key stakeholders in international trade and economic development.
- Driving meaningful projects that support U.S. small businesses and advance the Southern Network's mission.

HOW TO APPLY:

Interested candidates should apply via Handshake by searching for this listing. Alternatively, candidates may email the following materials to dorette.coetsee@trade.gov and joseph.ravenna@trade.gov, under the subject line "Spring & Summer 2025 Junior Export Associate Application - [YOUR NAME]."

- A resume detailing academic and professional experience.
- A cover letter specifying your preferred team (Business Promotion, Events & Marketing, or Communications) and explaining your interest in the position.
- All college and university transcripts.
- One writing sample (no more than 5 pages).

APPLICATION TIMELINE:

- Applications will be reviewed on a rolling basis, with a final deadline of **January 31st, 2025**.
- Prompt submission is encouraged, as interview invitations will be extended by **February 7th, 2025**.