

JOB LISTING:  
**SENIOR EXPORT ASSOCIATE**

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



INTERNATIONAL  
**TRADE**  
ADMINISTRATION



**POSITION TITLE:**

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

**LOCATION:**

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

**DURATION:**

2025 (extendable through 2026).

**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 senior associates for spring 2025, with the opportunity to extend through summer 2025. Senior associates will lead this program, comprising three teams:

- **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 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. This team engages with industry leaders, creating programming that is valuable to the Souther 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. 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.

- Junior Associate, managing one of our three teams.

### **KEY RESPONSIBILITIES:**

Senior associates will provide strategic leadership and oversight for the Southern Network's students and young professionals program, including supervising junior associates and analysts.

Responsibilities include:

- Managing the program's lifecycle, ensuring the alignment of objectives, resources, and deliverables with the Southern Network's goals.
- Supervising and mentoring junior associates and providing guidance on their management of analyst teams.
- Leading the recruitment, selection, and onboarding processes for new junior associates and analysts, ensuring high-caliber team members are added to the program.
- Collaborating with supervisors and stakeholders to establish priorities, set performance benchmarks, and implement program improvements.
- Overseeing the planning, execution, and delivery of major initiatives, including market research, trade shows, webinars, and client engagement strategies.
- Serving as the primary liaison between full-time staff, supervisors, and external stakeholders to maintain alignment and address challenges effectively.
- Reviewing program-wide performance metrics, analyzing results, and presenting recommendations to supervisors for continuous improvement.
- Facilitating regular team meetings, promoting cross-functional collaboration, and fostering a positive and productive work environment.

### **QUALIFICATIONS:**

- Graduate student or recent graduate with or pursuing a degree in management, human resources, business, economics, marketing, international relations, communications, or a related field.
- Extensive leadership, program management, or team coordination experience. Proven ability to lead teams, develop talent, and drive results in a collaborative and dynamic environment.
- Exceptional written and verbal communication skills; able to represent the program to internal and external stakeholders effectively.
- Advanced proficiency in Microsoft Office Suite. Familiarity with data visualization tools, CRM platforms, or project management software strongly preferred.
- Demonstrated capacity to prioritize complex projects, meet deadlines, and adapt to shifting priorities.
- Deep interest in business, international trade, economic development, public service, and supporting U.S. small businesses.
- 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:**

15–20 hours per week, with flexibility around academic schedules. This is an unpaid role.

**BENEFITS:**

- Gaining leadership experience overseeing a newly established and multifaceted program of approximately 15 junior associates and analysts. This role offers the opportunity to shape the program’s direction and design its processes.
- Developing skills in program management, market research, stakeholder engagement, and strategic communications, with the opportunity to lead initiatives that have a direct and measurable impact on the U.S. Commercial Service’s success.
- Collaborating with senior professionals, government officials, and industry leaders in international trade and economic development, building a robust professional network and gaining insights into the field.
- Playing a pivotal role in a program that directly supports U.S. small businesses, strengthens their global competitiveness, and advances the Southern Network’s mission as a key driver of economic growth.

**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](mailto:dorette.coetsee@trade.gov) and [joseph.ravenna@trade.gov](mailto:joseph.ravenna@trade.gov), under the subject line “2025 Senior Export Associate Application - [YOUR NAME].”

- A resume detailing academic and professional experience.
- A cover letter 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 26th, 2025**.
- Prompt submission is encouraged, as interview invitations will be extended by **February 7th, 2025**.

