

JOB LISTING:
EXPORT ANALYST

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



INTERNATIONAL
TRADE
ADMINISTRATION



POSITION TITLE:

Export Analyst – U.S. Commercial Service, Southern Network.

LOCATION:

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

DURATION:

Spring 2025 (extendable through Summer 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 to serve as analysts for spring 2025, with the opportunity to extend through summer 2025. Analysts will join 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. Analysts on this team contribute to 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 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. Analysts on this team manage the Network's congressional outreach, South Carolina's District Export Council (DEC) website, and support 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.

- Junior Associate, managing one of our three teams.

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

KEY RESPONSIBILITIES:

Analysts will undertake a range of tasks to support the Southern Network’s objectives, including:

- Conducting market research and developing data-driven insights to support clients and Trade Specialists.
- Assisting with event planning, logistics, and execution for webinars, trade shows, and other programming.
- Drafting, editing, and distributing communications, including newsletters, marketing materials, and stakeholder outreach.
- Developing tools and resources to enhance client engagement, such as contact lists and promotional content.
- Monitoring and reporting performance metrics to evaluate project impact.
- Participating in team meetings and collaborating with peers and supervisors to achieve program goals.

QUALIFICATIONS:

- Current undergraduate or graduate student in business, economics, marketing, international relations, communications, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite; experience with data visualization tools or CRM platforms is a plus.
- Ability to manage time effectively, work independently, and contribute to a collaborative team environment.
- Interest in business, international trade, economic development, and public service.
- Previous team and project experience is preferred but not required.
- 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:

10–15 hours per week, with flexibility around academic schedules. This is an unpaid role.

BENEFITS:

- Gaining hands-on experience in international trade, economic development, and client counseling.
- Developing skills in market research, event planning, stakeholder engagement, and communications.
- Collaborating with experienced professionals and peers in a supportive and dynamic environment.
- Contributing to meaningful projects that directly impact U.S. small businesses.

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 2025 Export Analyst 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**.