



**Intern, World Trade Center San Diego  
Position Description**

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**Company Overview**

World Trade Center San Diego drives the region's global competitiveness priorities through growing exports and foreign investment, deepening ties to strategic international markets, and boosting the region's global identity. WTC San Diego operates as an affiliate of San Diego Regional Economic Development Corporation (EDC), which mobilizes business, government and civic leaders to maximize the region's economic prosperity. EDC is a nonprofit corporation funded by more than 160 companies and public partners committed to this mission.

**General Function**

Support the administration of MetroConnect, the flagship export assistance program, as well as the broader WTC San Diego global competitiveness agenda. This position reports to the Coordinator, World Trade Center San Diego.

**Specific Responsibilities and Duties**

Program Management – Support the implementation of plans, strategies and activities to maximize San Diego's economic prosperity and competitiveness through increased global engagement.

- Provide administrative support for the MetroConnect program through assisting the WTC San Diego Coordinator with related calendar of export education events.
- Conduct research on specific trade and investment needs for clients, staff and partners.
- Provide logistical and planning support for overseas trade missions and events in target markets.

Marketing/Communications – Support WTC San Diego with the development of communication pieces to inform companies, investors, board members and partners.

- Create content for marketing activities related to MetroConnect and other international activities.
- Manage the collection of success stories and news relevant to projects and compose regular newsletters, blog posts and reports.
- Manage WTC San Diego's social media accounts by creating original material for distribution.

Office Administration – Support the staff at EDC and WTC San Diego with office management tasks.

- Assist WTC San Diego Coordinator with responding to client inquiries.
- Maintain the upkeep of collateral materials used to promote San Diego to companies.
- Research and maintain an Investment Tracker

**Key Qualifications**

- Pursuing a university degree in international relations, business administration, economics or related field.
- Self-directed and motivated team player with ability to manage multiple tasks under pressure.
- Excellent verbal and written communication skills, including presentation skills and public speaking.
- Proficiency in Japanese preferred; will provide added value in preparations for a trade mission to Tokyo/Yokohama in November 2018.

This is an unpaid, part-time intern position. A minimum of 20 hours per week is required in-office.

Submit a resume and cover letter to Bree Burris at [bb@sandiegobusiness.org](mailto:bb@sandiegobusiness.org).