



International Marketing Program Intern

General

The Illinois Department of Agriculture (IDOA) Division of Marketing, Promotion & Grants is seeking an International Program Intern to work closely with food and agribusiness export programs and services for the department. The intern will promote and recruit companies to participate in event-based programs through the Food Export Association-Midwest.

The successful candidate is a contract employee with Food Export Association of the Midwest located in Chicago, IL, but will work from the Illinois Dept. of Agriculture office in Springfield, IL and will report to and be supervised by the Illinois Department of Agriculture International Marketing Representative. This is a paid internship.

Duties

- Work with IDOA staff to organize/plan IDOA and Food Export Association buyers' missions, trade missions, trade shows, and other events for Illinois companies; develop communication tools for recruiting, i.e. recruitment packets, fact sheets, flyers, electronic newsletter etc.
- Educate and inform companies about programs and services available to them for exporting.
- Contact Illinois food and agricultural companies to update current database of Illinois companies, promote Branded Program, recruit attendees for upcoming Food Export Association generic activities to appropriate companies.
- Prepare a detailed monthly report of activities to submit to Food Export Association contractor.
- Write success stories on Illinois companies that have participated in programs/services offered by Food Export

Knowledge & Skills Required

- Enrolled at a college/university as a junior/senior or graduate student. Applicants should have a focus in the area of International Relations, Business, Food Marketing, Agriculture Education, Agriculture Communications, or a similar major/field.
- Computer skills: Proficient in MS Office, PowerPoint, Publisher/Adobe InDesign, & Excel.
- Must possess organizational, written, and verbal communication skills. Must be comfortable with e-mail communication and cold calling
- Ability to provide excellent customer service to a wide range of Illinois companies.
- Ability to organize and implement programs and services

Duration

Full-time internship from June-August 2020 for summer; part-time internship from September-December for fall. Exact start and end dates to be determined by selected candidate and IDOA.

Training

The intern will participate in a number of internet training sessions or telephone conference calls. In addition, the intern will work closely with IDOA Marketing Representatives.

Please send resume and cover letter to Kim Hamilton at kim.hamilton@illinois.gov by May 22, 2020 for summer intern program and by July 31, 2020 for fall intern program. Please direct questions to Kim Hamilton at Tel: 217/782-5809.