



1608 Rhode Island Avenue, NW  
3rd Floor  
Washington, DC 20036

**INTERNSHIP OPPORTUNITY**  
**Received – 7/18/07**

**AAEI International Trade Internship**

**About AAEI**

The American Association of Exporters and Importers (AAEI) is an advocacy, education and professional development association supporting fair and open trade among nations and American businesses working in global trade. AAEI's expertise in international trade and customs is widely recognized in Washington and other national capitals.

**Internship Description**

AAEI is seeking an *organized, self-motivated, team-oriented* individual interested in international trade for an internship providing hands-on experiences in government affairs, public relations, marketing, meetings and grassroots communications. The intern will work with members of staff and gain experience in researching, writing, legislative/media/member relations, marketing, meetings and grassroots communications. This is an excellent opportunity for students to develop a multi-faceted portfolio. Specific tasks include:

- Research, preparation, and writing of legislative summaries, news analysis, position papers, newsletter articles and brochures.
- Assisting with special events and providing administrative support, including committee meetings and activities.
- Assisting Director of Government Affairs with grassroots communication program planning and expansion.
- Assisting Director of Marketing with communication program planning and expansion, member development.
- Assist Director of Meetings and Events with event/program planning and preparation.
- Updating and expanding the association's website.

**Hours and Compensation**

Interns are expected to work 40 hours per week, although the program also considers applicants for part-time positions during the Fall and Spring terms. Full-time interns will receive a weekly stipend of \$325.

**To Apply**

The Association will consider qualified undergraduates, graduate students, and individuals no longer in school for internship positions; however, the internship program is best suited for **undergraduates**. Substantive experience in international trade and business is highly valued, but less vital than a willingness to work hard and to learn. The internship program runs on the following schedule of dates:

**Fall 2007:** September through December: applications requested by August 10, 2007.

**Spring 2008:** January through May: applications requested by January 4, 2008.

**Summer 2008:** June through August: applications requested by April 25, 2008

***Apply early!*** We review applications upon arrival and make hiring decisions accordingly. With your resume, please send a cover letter explaining your interest in international trade and two (2) writing samples to [dpotts@aaei.org](mailto:dpotts@aaei.org) or the address below. ***Please do not send transcripts, letters of recommendation, or writing samples that are over five pages.***

**Application Checklist:**

- Cover letter
- Resume (please include relevant college courses)
- Two (2) Writing Samples (3-5 pages)

**Mail or Fax to:**

American Association of Exporters and Importers (AAEI)

Attention: David Potts

1050 17th Street, NW, Suite 810

Washington, DC 20036

Fax: 202-857-7843