



International Business Communications & Outreach Intern

Fall Quarter 2025

First Review Date" August 11th, 2025

Application Instructions: Email resume and cover letter to Rachel.Andre@seattlecolleges.edu. Must be enrolled as a student in one of the Seattle Colleges for Fall 2025. In your cover letter, please include a brief description of any business courses or training you have received.

Job Title:	International Business Communications & Outreach Intern
Number of Positions Available:	1
Department:	Export Finance Assistance Center of Washington
Work Location:	Hybrid schedule with one day in-office per week Office location in Seattle, WA
Expected Hours:	10-15 hours per week
Wage:	Unpaid/volunteer; students are eligible for a stipend
Desired Quarter Start/End:	Fall Quarter 2025 (September – December 2025)
Job Description:	<p>This internship position supports the Washington Export Outreach Team, or WEOT, which is a collaborative team of local, state, regional, and federal export assistance agencies who provide tools and resources to businesses selling products and services internationally.</p> <p>Intern would work closely with the following agencies to support the mission of providing export resources to businesses in Washington.:</p> <ul style="list-style-type: none">• U.S. Small Business Administration• Export Finance Assistance Center of Washington• Washington State Department of Commerce• Washington State Department of Agriculture• Washington Small Business Development Center• U.S. Commercial Service• Export-Import Bank of the United States

Specific Duties:	<p>Consult with each agency involved in the Washington Export Outreach Team (WEOT) to build a centralized, easy-to-navigate directory of export-related resources and updated points of contact</p> <p>Help maintain and grow WEOT's digital presence (including LinkedIn) by promoting export resource events, trainings, and partner initiatives on social media platforms</p> <p>Assist with post-event outreach, such as distributing event recordings, slides, and resources to registered participants</p> <p>Provide general administrative support for WEOT projects as needed, with a focus on activities that support the team's shared mission to help Washington businesses export successfully</p>
Experience/Qualifications Desired:	<p>Must be a currently enrolled Seattle Colleges student (North Seattle College, Seattle Central College or South Seattle College).</p> <ul style="list-style-type: none"> • Excellent attention to detail. • Strong ability to prioritize tasks and manage time effectively. • Strong interpersonal written and verbal communication skills with the ability to cooperate with others to effectively coordinate activities and accomplish goals. • Intermediate computer literacy; experience with Microsoft Office Suite and Adobe Acrobat. • Interest in international trade
Educational Outcomes:	<p>Develop an understanding of the roles state, federal, and regional agencies play in supporting Washington businesses in international trade</p> <p>Gain insight into a variety of trade tools for international sales while compiling them into a centralized resource directory</p> <p>Expand a professional network across organizations involved in global trade and economic development</p> <p>Receive access to export-related events hosted by WEOT and the U.S. Small Business Administration</p> <p>Gain experience collaborating across multiple agencies toward a shared mission</p>
Related areas of study or program enrollment requirements:	<p>This opportunity is open to current students at Seattle Colleges. Students interested in international business and marketing are strongly encouraged to apply.</p>
Supervisor and Contact:	

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