

## **Connecticut Department of Agriculture 2018 Food Export Internship**

### **Commitment**

- Fall 2018 semester
- 20 weeks, approximately 15 hours per week
- This is a paid internship contracted directly with Food Export Midwest/ Northeast.
- Position is based at the Connecticut Department of Agriculture in Hartford, CT, with some travel required throughout the state

### **Position Overview**

The intern will be working to promote educational activities, events, and other opportunities sponsored by Food Export USA (FEUSA) that assist Connecticut food companies with international exporting. The intern will have a signed agreement and be paid by FEUSA. The goal of the internship is to assist the state with increasing the FEUSA standard performance measures for Connecticut.

### **Examples of Duties**

- Update and maintain the database of Connecticut companies involved in or interested in exporting food and select agriculture products.
- Contact new buyers and distributors.
- Promote and recruit companies for specific activities sponsored by FEUSA.
- Promote FEUSA/state events using social media.
- Conduct research and create reports based on products or markets that are related to state company interests.
- Increase company involvement in FEUSA activities.
- Generate success stories of Connecticut companies that have participated in FEUSA activities.

### **Requirements**

- Enrolled in a degree program at a college/university, preferably in the third or fourth year.
- Begin work under this program at least six months prior to graduation.
- Have a focus in the area of international relations, food marketing, agri-marketing, and/or sales in addition to basic office skills and the ability to communicate effectively on the phone and in person.
- Have extensive experience with the Microsoft Office Suite, including Word, Excel, PowerPoint, and Publisher.
- Work within the guidelines provided by FEUSA, the Connecticut Department of Agriculture and their college/university.
- Be a US citizen or have a visa that permits the individual to work within the United States.

### **Contact**

- Please submit letter of interest and resume including three references to: [Erin.Windham@ct.gov](mailto:Erin.Windham@ct.gov) by May 31, 2018.

**The State of Connecticut and the Department of Agriculture are Affirmative Action/ Equal  
Employment Opportunity employers.**

