



Los Angeles Area
Chamber of Commerce

Global Initiatives Department

Type: Fall/Spring/Summer Internships
Location: Downtown Los Angeles
Hours: Flexible schedule, Minimum 16 hours/week minimum of a 4 month Commitment.

Company Description

The Los Angeles Area Chamber of Commerce administers a Global Initiatives department. The department is responsible for bridging local companies in the five counties of the Greater Los Angeles Area to world markets. It organizes international trade seminars, workshops and the nationally recognized 'World Trade Week' events. Additionally, the department works closely with federal, state and local government agencies as well as private organizations that provide assistance in financing, shipping, export planning and marketing to import and export firms.

Job Qualifications

Strong computer skills: proficient in Microsoft Word, MS Excel & MS PowerPoint. Excellent oral and written skills. Bilingual speaking ability is a plus, especially Spanish and/or Mandarin. Be very detailed oriented. Strong interpersonal and organizational skills necessary. Ability to handle multiple projects and effectively prioritize and follow through. Resourceful on the Internet preferred. Interest and ability to learn website maintenance.

Job Description

Research company product and country information for clients. Field phone calls, answer questions and schedule appointments. Design input and preparation of marketing materials (packets, letters and folders). Development of export-related workshops, seminars, events and trade missions. Assistance at trade shows (preparation and attendance). Work on special projects as needed.

Please submit resume and cover letter to:

Jasmin Sakai-Gonzalez
Global Initiatives Manager
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