

**Job Title: 12 month Internship with Bavarian US Offices for Economic Affairs, llc**  
**Field/Department: Marketing / PR / Economic Development**

**Bavarian US Offices for Economic Development, New Haven Office (Metropolitan NYC area) is looking for a proactive, motivated trainee with demonstrated ability to work well in a team as well as independently. You should have proven ability to multi-task and manage multiple projects at a time while still paying attention to detail. You will be in an exciting international environment which has its pulse on the economy, developing technologies, innovation and the financial markets. We look forward to talking with you soon.**

**Description:**

Invest in Bavaria's US office, as part of the Bavarian Ministry for Economic Affairs, promotes the State of Bavaria as Europe's premier business location and offers support to US companies looking to expand to Europe. The agency's services are cost free and confidential:

- Practical assistance through all stages of the expansion process
- Extensive data about the state's economy, key industries, and market environment.
- Information about support programs and incentives
- Assistance with official administrative formalities such as business incorporation, visa application and recruitment.
- Liaison to government agencies, organizations, and local chambers of commerce.
- Identification of business and research partners
- Organization of site visits in Germany

**Responsibilities:**

- Identify target companies by internet research and by following trends and news of U.S. companies via Internet, newspapers, and business/trade magazines
- Publish content on social media channels, maintain website, write press releases, blog entries
- Correspond with target companies to market the state; focus on digital economy, IT, Media, Life Science, Cleantech
- Assist with planning, marketing, management of 4<sup>th</sup> annual investors conference [www.oktoberinvestfest.com](http://www.oktoberinvestfest.com)
- Translate correspondence and marketing materials from German to English and vice versa
- Identify new channels to meet innovative growth companies and financial investors in USA
- Accompany project managers to events and trade shows in various industries and assist with location marketing and with client follow-up
- Support project managers with expansion projects
- Administrative tasks (phones, emails, scheduling, travel planning, CRM maintenance, meeting preparation, prepare marketing information packages)

**Requirements:**

- Recent graduate of Business Administration, Journalism, Technology, Science, Entrepreneurship
- Work experience in marketing, communications, IT or related field, preferable in English speaking companies
- Excellent computer skills, Photoshop/InDesign a strong plus
- Fluent in English and German, with excellent English writing skills
- Strong networker
- Easy-going, open-minded enthusiastic personality, flexibility
- Ability to multitask and prioritize
- Excellent customer service skills
- Interest in international business relations
- Project and event management skills a plus

**Benefits and Compensation: \$1,600/month**

Intern pays health insurance ca. \$600/year, SEVIS fee, consulate fees, flight, living costs in New Haven, CT area.

If interested, please send your complete application (resume and cover letter in English) to [recruitment@gaccny.com](mailto:recruitment@gaccny.com) with „Your name/Internship with the NY representative office of a German federal state “in the subject line.

We are looking forward to your application until June 15, 2017

**Estimated Start date: August 2017 or sooner if possible.**