



The World Trade Center Institute is a non-profit organization and of more than 300 Trade Centers in the world. More than 2,500 Maryland firms benefit from WTCI's international business programs, extensive global network and global Intel. We host networking event, foreign professionals and serves as the World Bank's Private Sector Liaison Officer for the region.

Strategic Planning and Business Development Internship

Internship Description:

Internships at WTCI offer unique hands-on experience and unparalleled networking opportunities. As an intern, you will gain insight into the world of international business, learn from industry leaders and get a head-start on your career. All interns are given professional titles and business cards.

Responsibilities:

- Assist the Strategic Planning and Business Development Manager in everyday duties
- Prepare New Members Welcome Packets
- Learn to maintain Customer Relationship Management (CRM) software records
- Assist in Business Development and Market research as needed
- Attend seminars/events as available to promote WTCI membership services
- Attending WTCI networking events

Skills needed:

- Professional communication and attitude
- Attention to detail
- Excellent written and verbal communication skills in English
- Ability to complete assignments on deadline
- Strong analytical skills

At the end of each semester all interns prepare a final presentation that outlines their incoming expectations and the highlights of their internship. Presentations are shared with WTCI team.

Other Benefits:

- Interaction with business executives and diplomats
- Access to the Top of the World Observation level
- Professional references upon good performance
- Unique networking opportunities
- Personalized Business Cards
- College Credit
- Mentorship
- Participation in all WTCI events
- Monthly parking stipend
- End of semester gift

How does it work?

Interns are expected to work a minimum of 15 hours per week. Positions are unpaid, however, a stipend is granted for parking expenses. Undergraduate and graduate students are encouraged to apply. Longer than a semester internships are encouraged. All intern applicants should submit a cover letter and a resume by email or mail. WTCI will invite 3-5 applicants for each position for an interview.

Application Deadlines:

Spring Semester (mid-January through mid-May): November 1.
Summer Session (end-May through end-August): April 1.
Fall Semester (end-August through mid-December): July 1.

Please send applications to:

The World Trade Center Institute
Internship Program – c/o Janine Branch
401 E. Pratt Street, Suite 232
Baltimore, MD 21202
Email janine@wtci.org

