



2024 Food Export Intern – Indiana State Department of Agriculture

About the Internship Program:

The Indiana State Department of Agriculture (ISDA) is looking for a 2024 summer intern for the Economic Development Division. This position is funded by the Food Export Association of the Midwest USA (Food Export). The intern will be stationed in Indianapolis, IN and will work with the ISDA international trade team but will be classified as an independent contractor with Food Export. The incumbent must work in an office environment which may involve shared workspace. Incumbent is expected to utilize office technology to efficiently perform assigned work. Some in-state travel may be required to fulfill job assignments.

Visit www.foodexport.org for more information about Food Export and its programs and services.

Application Process:

To apply, email a copy of your resume and cover letter to the ISDA International Trade Director. Please include “**Food Export Intern Application**” in the subject line of your email.

Drew Sherman, International Trade Director
asherman@isda.in.gov

Salary:

The hourly wage for this internship is \$15.00/hour.

Duration:

This is a part-time summer internship with the opportunity to work up to 37.5 hours per week from May to August. The internship has the option to be renewed for up to 15 hours per week from September to December.

About the Internship:

The Food Export Intern supports Indiana State Department of Agriculture (ISDA) and Food Export Association of the Midwest USA (Food Export) international marketing activities that promote the export of Indiana agricultural products to global markets. The intern will perform international marketing, project management, and administrative tasks in support of ISDA and Food Export staff. Intern will have opportunity to work directly with exporting agribusinesses to provide assistance and information on exporter resources.

The Food Export Intern will be an independent contractor with Food Export Association of the Midwest USA and will report to the ISDA International Trade Director. Intern will support ISDA’s mission and work to successfully carry out department goals.

Essential Duties/Responsibilities:

- Recruit companies to participate in ISDA and Food Export international marketing events and programs
- Collect information for ISDA/Food Export newsletters, marketing material, websites, and other outreach efforts
- Hold one-on-one discussions with companies about exporting opportunities and available assistance
- Attend industry events to meet and build relationships with exporters and partner agencies
- Update ISDA/Food Export databases of companies
- Collect evaluations from companies that have participated in Food Export activities
- Generate success stories from companies that have participated in ISDA or Food Export activities
- Participate actively in Food Export and State intern training activities, including in-person and virtual sessions
- Other duties related to value-added food and agricultural export promotion as assigned by ISDA or Food Export staff

What You Will Need for Success / Core Competencies:

- Communicate and build relationships with people from a variety of backgrounds and responsibility levels
- Ability to work in cross-functional teams and be customer service oriented
- Proficient with MS Office and familiarity with customer relationship management (CRM) systems
- Interest in international business and/or agriculture
- Time management skills and the ability to prioritize work and solve problems independently
- General knowledge and understanding of international marketing and agriculture
- Self-motivated, a self-starter, and effective presentation skills
- Familiarity with website development and best practices

For questions about this internship posting, contact Drew Sherman (asherman@isda.in.gov).



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Eligibility Requirements:

- Must be currently enrolled as an undergraduate or graduate student with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education in a related field
- Must begin work under this program at least six (6) months prior to graduation and may continue to be employed as an intern for the remainder of the calendar year (until December 31, 2024)
- Must be a U.S. citizen and/or authorized to work in the United States

Training:

The selected intern shall participate in a series of virtual and in-person training sessions with Food Export and Indiana State Department of Agriculture during onboarding, and throughout the duration of the internship.

Reporting:

The selected intern will submit Progress Reports to the Food Export Intern Coordinator along with each invoice, as well as participate in regular check-ins with both the ISDA International Trade Director and with Food Export Intern Coordinator.

Supervisory Responsibilities/Direct Reports:

This role does not provide direct supervision to direct reports.

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer. Food Export prohibits discrimination in employment services.

Disclaimer:

Food Export-Midwest and Food Export-Northeast administer many services through Market Access Program (MAP) funding from the Foreign Agricultural Service of the USDA. Persons with disabilities who require reasonable accommodations or alternate means of communication of program information should contact us. Additionally, program information may be made available in languages other than English. Food Export-Midwest and Food Export-Northeast prohibit discrimination in all their programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. To file a discrimination complaint, go to <https://www.ascr.usda.gov/filing-program-discriminationcomplain-usda-customer>. Food Export-Midwest and Food Export-Northeast do not tolerate fraud and are vigilant in preventing fraud in any of their programs. Food Export-Midwest and Food Export-Northeast reserve the sole right to accept or deny companies into their programs. For complete participation policies and our code of ethics, visit: www.foodexport.org/termsandconditions.

About Food Export Association of the Midwest USA & Indiana State Department of Agriculture

Food Export Association of the Midwest USA (Food Export-Midwest) is a non-profit organization composed of 12 Midwestern state agricultural promotion agencies that use federal, state, and industry resources to help U.S. suppliers increase product sales overseas. Food Export-Midwest administers many services through Market Access Program (MAP) funding from the USDA, Foreign Agricultural Service.

The Indiana State Department of Agriculture's international trade team advises existing and prospective Indiana agribusiness exporters and assists in navigating available exporter resources and the trade support ecosystem in the State. The International Trade Director is responsible for implementing strategies that promote Indiana agriculture in global markets through education, outreach, market access, and international marketing activities.

Food Export-Midwest, in conjunction with the Indiana State Department of Agriculture, provides a wide range of services to facilitate trade between Indiana food suppliers and importers around the world. These services include export promotion, customized export assistance, and a cost-share funding program.