

Seeking: Intern

The **Government of Israel Economic Mission in New York** is seeking a **Business Development Intern**. The intern will support the trade officers and directors to strengthen the trade and investment relationship between Israel and the United States. They will conduct market research in targeted geographic regions, economic sectors or investment. Ideal candidates must be able to grasp complex ideas quickly while also being assertive, detail oriented and diligent. The role will likely concentrate in conducting research and organizing data that will help the Israel Economic Mission promote Israeli tech industries.

About the Israel Economic Mission:

The Israel Economic Mission in New York is responsible for enhancing bi-national trade relations between the Eastern U.S. and Israeli business communities. The main fields of activity include promoting trade and exports, attracting and encouraging foreign investments and creating strategic cooperation with local companies. By leveraging its networking capacity and industry knowledge in Israel and the Eastern U.S., the Economic Mission is able to seamlessly engage prospective business partners half a world apart.

Primary responsibilities of the role:

- Leading a research project that will map particular industries in various geographic regions of the U.S.
- Providing logistical support to the trade officers, directors and staff of the Israel Economic Mission in organizing delegations, roadshows and events.
- Administrative tasks as necessary, when related to trade delegations, conferences and business development.
- Supporting all aspects of business development, including cultivating contacts and following news and/or trends for the particular industrial/technology economic sectors.
- Cooperating with other organizations, associations, and government offices to plan and oversee events and trade missions.

Qualifications:

- Familiarity with high-tech industries in the U.S. market is a plus.
- Ability to multitask in a fast paced and intense work environment.
- Exceptional English writing and communication skills are a must.
- Proficiency in Microsoft Office suite.
- Familiarity with the investment and startup ecosystem is preferred.
- All potential candidates will be subject to a **background check**.

To apply for a position, send a cover letter and a resume to:

EconomicMissionJobs@gmail.com and **please indicate in the subject line that you are applying for the Business Development INTERN position.**