



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development



DMPED Honors Internship Program
Business Development - International Business Summer Internship
Job Description

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue.

ELIGIBILITY & CONSIDERATION

- Students currently enrolled in an undergraduate program leading to a degree in a field relevant to the internship.
- Submit current resume and completed application to dmpedjobs@dc.gov with the subject line of *Business Development Summer Internship* by April 26, 2017.

TERMS

- The internship is administered through the **Washington, D.C. Office of the Deputy Mayor for Planning & Economic Development**, located at 1350 Pennsylvania Avenue, Suite 317.
- The position is unpaid and part-time, beginning in June 5, 2017. The timeframe for this internship will be during the summer of 2017 and concluding on or before June 30, 2017; however, the opportunity for extensions exists.
- This is an unpaid internship. Students are encouraged to seek funding opportunities with their college or university.

SCOPE & DUTIES

Business Development fosters a strong and equitable local economy through the implementation of the new Economic Strategy by supporting existing businesses and entrepreneurs and attracting new businesses.

This program contains the following 4 activities:

- Business Development - leads initiatives to equitably grow and diversity the District economy, including through implementation of the Economic Strategy;
- Corporate Assistance - supports attraction and retention of commercial tenants and employers;
- International Business - attracts foreign direct investment to the District, facilitates District company entry into international markets, and supports trade missions; and
- Innovation Initiatives - supports efforts recommended in the Economic Strategy and Pathways to Inclusion Report to catalyze inclusive innovation in the District.

The following list is a sample of responsibilities that will be performed by students serving as interns on the International Business team within the Business Development & Strategy unit::

- Assist in developing a DC centric foreign direct investment structure/strategy that draws from DMPED's core duties and the 5-Year Economic Development Strategy.
- Assist in preparing for trade missions including China and, potentially, Canada.
- Assist in preparing for International Business Seminars in cooperation with agency resource partners.
- General administrative duties, as assigned.

QUALIFICATIONS

- General understanding of international politics, global trade and multi-cultural appreciation
- Practical knowledge of business development and business attraction
- Internet research skill
- Critical and strategic thinking
- Strong sense of public service and professional attitude towards colleagues and constituents
- Strong communications skills
- Proficiency in MS Word, Excel and PowerPoint

BRIAN T. KENNER
DEPUTY MAYOR

