



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

## ***U.S. AND FOREIGN COMMERCIAL SERVICE (US&FCS)***

On this page you will find a brief overview of the U.S. and Foreign Commercial Service (US&FCS) Unit within ITA, a brief description of typical internship duties, and basic qualifications requested by this unit. In addition, you will find the current offices within US&FCS requesting interns and more specific duties and requirements for that office.

The U.S. and Foreign Commercial Service (US&FCS) is a front-line trade unit that fulfills its mission through a unique global network of trade professionals located in over 250 domestic and international offices. They use resources to help U.S. businesses capitalize on export opportunities, especially small and medium sized businesses. Additionally, the Commercial Service facilitates outreach to traditionally under-served rural and minority communities, coordinates with multiplier organizations, and provides diplomatic support for trade compliance, advocacy, and trade policy initiatives (e.g., Free Trade Agreements and manufacturing initiatives).

The Commercial Service achieves its mission and goals by accomplishing many tasks: Increasing the number of U.S. companies exporting; Helping current exporters enter additional markets; Helping current exporters expand their presence within markets; Providing diplomatic support for U.S. firms operating in foreign markets; Creating market access through policy advocacy and the support of trade negotiations; Leveraging commercial programs to support U.S. foreign economic policy priorities; Ensuring compliance with trade agreements; and Protecting U.S. Business interests abroad.

The organization coordinates its efforts with state, local, and other Federal partners to multiply its impact and ensure there is no overlap in services. The Commercial Service includes the Trade Promotion Coordinating Committee (TPCC) secretariat and the Advocacy Center. The TPCC is chaired by the Secretary of Commerce and is composed of 19 Federal agencies that work together to coordinate and streamline trade promotion and financing services. The TPCC develops and implements a government-wide strategic plan for Federal trade promotion efforts, and submits the annual National Export Strategy report to Congress. The Advocacy Center coordinates U.S. Government advocacy support to level the playing field on behalf of U.S. business interests (including defense trade) as they compete against foreign firms for specific international contracts or other U.S. export opportunities.

In order to increase its ability to reach more exporters, the Commercial Service began establishing strategic partnerships with the private sector in FY 2003. To date, the Commercial Service has partnerships with FedEx, Google, and eBay, PNC BANK, UPS and M&T BANK. The Commercial Service is working toward establishing partnerships with several other private sector entities. These partnerships help the Commercial Service by leveraging the resources and expertise of its partners to raise awareness of Commercial Service programs and services. The partners assist in the development and support of outreach events such as U.S. export education seminars and conferences, and in the joint development of marketing and direct mail materials for Commercial Service programs.

To learn more about US&FCS, please visit their web site: <http://trade.gov/cs/index.asp>

**General Internship Duties:** Responsibilities of interns coming into Commercial Service will vary depending upon office assignment. Those assisting in the **Office of the Assistant Secretary** may receive assignments dealing with policy and special projects. In the **Office of International Operations**, where one is posted in a regional office assisting overseas posts, projects could be policy, program or budget related. Assisting in the **Strategic Partnership Program**, projects may include work with our partnerships, such as Fed-Ex, E-Bay, UPS, PNC and Google. Our **Marketing office** may provide experience in marketing and association outreach. In the **Office of Strategic Planning**, assignments may be policy and budget related. In the **Advocacy Center**, you may gain experience in the process of advocating on behalf of U.S. businesses.

**General Qualifications:** Commercial Service has no specific requirements for student volunteers; however, knowledge of a foreign language and study/work experience in the field of Business Management/International Trade is a plus. We are looking for candidates with strong writing skills, great customer service, the ability to be multi-task oriented, and of course, a great attitude. Commercial Service hires volunteers for our domestic and overseas posts, in addition to our Washington offices.

### **US&FCS Offices Currently Seeking Interns:**

#### ❖ **Office of Deputy Director General (DDG)**

##### *Assignment Duties:*

30% - Administrative work. Answering phones, directing meeting participants etc.

70% - Trade issues. Press releases and talking points written for senior officials.

Working with trade officers to find solutions to issues.

*Additional Qualifications:* Must be working toward a Bachelor's Degree