



TRADE **P**ORT

California's Gateway to International Trade

Internship position available

Title: Grant Researcher / Coordinator / Writer
Unpaid internship

Job description:

The [Monterey Bay International Trade Association \(MBITA\)](http://www.mbita.org) and TradePort.org is offering a special internship to qualified candidates to support our efforts to obtain a grant from a government agency or appropriate foundation in the development of a new kind of 21st Century online portal employing social media technologies innovative 'click & chat' methodologies to facilitate and consummate global trade transactions. MBITA is a leading statewide organization in California for over 20 years and managers of TradePort.org which is one of the longest standing global trade websites on the web.

Responsibilities include:

- Researching available and applicable grants from Monterey County, Silicon Valley, state and national, grants and corporate and foundation giving programs
- Research, retrieve and assemble background material for grant proposals
- Data entry on potential funding organizations and creation of timelines for grant proposals for 2015/2016
- Drafting Letters of Inquiry and full grant proposals for submission and approval
- Collaboration with the President and MBITA staff and Board members in the writing of the grant.
- 8 hours of orientation in order to understand our mission and work with our organization
- Grant writing experience is preferred.

Requirements:

- 16 hours/week
- Excellent writing skills
- Ability to take direction from others
- A three-month commitment

Monterey Bay International Trade Association (MBITA) / TradePort.org

Tel. + 1 - 831-335-4780; Fax +1 - 831-335-4822

P.O. Box 523 – Santa Cruz, CA 95061 – U.S.A. – <http://www.mbita.org> – <http://tradeport.org>

- Goal driven Undergraduate or Graduate student preferably with nonprofit or other volunteer experience
- Strong time management, organizational, and internet research skills a must
- Ability to self motivate, stay on task and work independently
- The individual will work onsite for the grant research & writing process; some offsite time is acceptable (minimal researching & writing at home)
- Possibility of continuing this position.

Benefits to Intern

- Gain access to domestic and international network of global trade professionals and businesses
- Intern can build a position for themselves into the grant's mission statement as a paid employee or contractor to reach the grant's objective
- Working for a non-profit international trade association gives the intern invaluable experience to see the 'birds-eye' view of the many aspects and industry sectors of global trade, i.e., trade finance, marketing, education, logistics, legal and advocacy.

Organization Background:

MBITA is a non-profit organization dedicated to provide trade promotion services to the California, U.S. and foreign country business communities. MBITA utilizes advanced Global eCommerce technologies for its clients and members to maximize global trade opportunities.

MBITA manages TradePort.org and the TradePort Collaborator, an online private community of trade promotion service specialists from non-profit organizations and government agencies located throughout California. This intranet is designed to act as a central source of qualified expertise, information, intelligence and contacts that these specialists can utilize to better serve small to mid-sized exporters and importers in California with more effective trade promotion and trade facilitation services. For more information and history:

<http://www.mbita.org/index.php/about>

Deadline:

- Apply or inquire ASAP.

Required to submit:

- Cover letter
- Resume
- One writing sample created solely by you (I.E. : A grant application, school report, a white paper, or other document that indicates your writing ability & style)

Contact:

To inquire further, or to submit an interest in this position, please contact:

Tony Livoti, President

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