

CHAMPAIGN COUNTY ECONOMIC DEVELOPMENT CORPORATION

Position Description

Position: Small Business Development Center International Trade Specialist

Reports To: Small Business Development Center Director

FLSA Status: Exempt

The Small Business Development Center International Trade Specialist will dedicate seventy-five percent (75%) of his/her time providing international trade advice to companies and twenty-five percent (25%) in special activities including professional development, developing and leading international trade training programs and seminars, and supporting activities for the Illinois Department of Commerce and Economic Opportunity's (DCEO) SBDC International Trade Center statewide program. The SBDC International Trade Specialist is further responsible to ensure that all activities under the SBDC International Trade Center grant are fully and properly reported.

The SBDC International Trade Specialist will:

- evaluate export capability and readiness of area companies;
- identify and analyze a company's international trade needs and hurdles;
- provide in-depth advice on international trade techniques, the export processes and international market opportunities;
- conduct market research using appropriate reference material and databases to assist companies to identify international markets with the greatest potential for their product or service;
- develop and conduct seminars and workshops on the basics of exporting, international market opportunities and other appropriate topics;
- develop and conduct Exporters Forums or similar networking sessions to assist new-to-export companies in developing mentor relationships; and
- establish and maintain working relationships with federal, state and local governments and private organizations involved in exporting and international trade.

Qualifications:

Required:

- B.A. or B.S. degree in Business Administration, International Business or related field from an accredited institution of higher education;
- two to three years of experience in international trade business development with a business or economic development organization;
- knowledge of or experience in international trade related activities; and
- excellent communication skills.

Preferred:

- Foreign language skills

The Champaign County EDC is an Equal Opportunity Employer.