

GlobalSF Internship – San Francisco

GENERAL DESCRIPTION:

Job Title: Program Associate

About GlobalSF

Created in 2018, GlobalSF is a non-profit economic initiative of San Francisco. Building on the success of its initiatives, ChinaSF, LatinSF, and SFAsia, GlobalSF is dedicated to paving the way for global companies to locate, invest, and grow in the City of San Francisco, while helping local companies expand into global markets.

GlobalSF is looking for a can-do and creative candidate to help the program with maintaining its day to day operations, while learning how economic development is done. The intern shall be reporting to a supervisor and have an opportunity to work with team members and as the nature of assignment(s) permits.

LOCATION: San Francisco, CA

RESPONSIBILITIES:

- Conduct extensive market and company research
- Assist GlobalSF HQ office with administrative tasks, including finance and accounting, database management, schedule management
- Assist in the coordination to host business/government delegations visiting San Francisco City Hall, local companies, and GlobalSF
- Assist with events (e.g. industry events, business events, conferences, etc.)
- Attend client development meetings, take notes and follow up as appropriate
- Assist with other necessary tasks as appropriate

QUALIFICATIONS:

- Strong Microsoft Office skills (Word, Excel, PowerPoint)
- Strong research skills
- Ability to use online databases and marketing software
- Strong interest in global economic, trade, and business relations
- English and foreign language skills preferred
- Ability to work independently and efficiently