

# Governor's Office of Economic Development



## **International Trade Representative (Non-classified)**

**Salary Range: \$35,000 - \$50,000**

**(Location: Carson City)**

The International Division of the Governor's Office of Economic Development, is responsible for generating export growth, matching foreign direct investment with opportunities in Nevada, and enhancing the states international engagement through outbound and inbound trade missions. This position requires a knowledgeable and experienced professional with specific training and work experience in international business and specifically trade-related activities.

### **Duties**

- Identify markets for Nevada companies with the objective of increasing Nevada exports.
- Identify sources of foreign investment funds for Nevada companies.
- Assist Nevada businesses, especially manufacturers, to export goods and services.
- Partner with community organizations and the Nevada System of Higher Education to identify inbound delegations and strategies for engagement.
- Issue and manage responses to requests for proposals for trade missions, international representatives, and other international business development projects. May require conference calls, video conference calls, phone calls during non-traditional working hours.
- Support the international divisions planning, facilitating, and staffing of outbound and inbound trade missions. May require international travel.
- Provide training to the business community, regional development authorities and a multitude of community organizations on trade-related activities and opportunities.

### **Requirements**

- B.S. or MA in International Relations, Business Administration, Diplomacy, or International Business
- Ability to travel internationally without restrictions
- Valid U.S. passport

### **Supervisor**

Director of International Trade and Investment

### **Salary**

\$35000 - \$50,000. This is a full time/non-classified position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2013. The salary listed above does not reflect the reduction from the required furlough.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Michelle Fox, 808 West Nye Lane, Carson City, Nevada 89701 or via email at [mfox@diversifynevada.com](mailto:mfox@diversifynevada.com). **Please no phone calls.**