

Governor's Office of Economic Development



Senior International Specialist (Non-classified) Salary Range: \$65,000 - \$85,000 (Employee/Employer Retirement)

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

- Assist the Director of the International Division with day to day operations
- Provide guidance to staff on relevant matters
- Research assigned topics and prepare briefings for the Director and Executive Director
- Understand how Nevada companies can access international markets
- Assist Nevada businesses, especially manufacturers, to export goods and services.
- Obtain, analyze, and interpret international trade data, as required, such as Free Trade Agreements, Harmonized Tariff Schedules, Code of Federal Regulations, etc.
- Cultivate relationships with federal, state, local, foreign governments and international organizations specializing in international trade and foreign investment
- Travel to domestic and international locations to attend workshops, conferences or training, or to visit clients
- Educate foreign investors in assigned regions about Nevada investment opportunities
- 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
- Work with community leaders, regional development authorities, and a multitude of community organizations on trade-related activities and opportunities
- Other duties as assigned

Requirements

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

Supervisor

- Director of International Trade

Salary

- \$65,000 - \$85,000. 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, 2015. The salary listed above does not reflect the reduction from the required furlough.

Location

- This position will be located in Las Vegas, Nevada

Resumes will be accepted until May 30, 2014.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Vera Adams, 808 W. Nye Lane, Carson City, NV 89703 or via email vadams@diversifynevada.com. **Please no phone calls**