



## FundMatch Internship Job Description

<b>Position Title:</b> FundMatch Intern	<b>Department:</b> FundMatch	<b>Reports to:</b> FundMatch Manager	<b>FLSA Designation:</b> Non-Exempt
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**Details:** The Western United States Agricultural Trade Association (WUSATA)'s mission is to increase international growth of Western agribusiness by providing financial support, export readiness and business development services to companies located in the thirteen Western United States, Guam, and the Commonwealth of the Northern Mariana Islands. We achieve organizational excellence through efficient and effective people, systems, and processes.

### Purpose of Position:

The FundMatch intern supports WUSATA's FundMatch department by working closely with the FundMatch Manager to streamline application processes, support participating companies, and analyze program utilization. This role offers invaluable exposure to project management, data analysis, and customer relationship management within the agricultural export sector.

### Responsibilities

#### Application Management & Support

- Process and track applications using WUSATA's Back Office system
- Review and process marketing plan amendments and product amendments submitted by participating companies
- Maintain regular communication with Engagement Executives regarding application status and amendments

#### Data Analysis & Reporting

- Extract reports and data from WUSATA's Back Office system as requested
- Analyze program funding utilization patterns and trends
- Maintain and update comprehensive spreadsheets supporting utilization rate analysis and claims data tracking

#### Outreach & Communications

- Develop engaging outreach materials including presentations, flyers, guides, and tutorials using Canva and Microsoft Office Suite
- Support various FundMatch initiatives and special projects as they arise



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### **Supportive Functions:**

In addition to the performance of the essential functions, this position may be required to perform a combination of supportive functions as other duties assigned, with the percentage of time performing each function to be solely determined by your department leader based upon the requirements of the company.

### **Other Duties:**

Positively contribute to the WUSATA culture through understanding, supporting, and participating in the company mission, vision, and values. Demonstrate working knowledge of the service standards. Regular attendance in conformance with the standards, which may be established by WUSATA from time to time, is essential to the successful performance of this position.

### **Learning Opportunities:**

- Gain practical experience in agricultural sector program administration
- Develop proficiency in data interpretation and trend analysis
- Work directly with small to medium agribusinesses in international trade
- Create valuable resources that directly impact FundMatch company success

### **Required Competencies:**

#### **WUSATA Core Values**

##### **Trust**

We have confidence in our collective experience, knowledge, and professional connections to deliver meaningful results to those who put their trust in us.

##### **Service**

We support, guide, and empower each other by treating our companies, partners, and team members as individuals. We succeed when you succeed.

##### **Integrity**

We are committed to being honest, transparent, and responsible in all communications which drives our team to consistently do what is right.

##### **Excellence**

We take pride in our work and are committed to excellence in all aspects of our organization. Passion, energy, and enthusiasm are at the heart of every decision we make and every action we take.

##### **Accountability**

We are consistent and dependable. We take responsibility to get it done.

### **Specific Job Knowledge, Skill, and Ability**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.



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### Minimum Qualifications:

- Currently enrolled in Communications, Business, Agriculture, Global Studies, Economics, or related field
- Strong written and verbal communication skills
- Detail-oriented with exceptional organizational skills
- Proven experience managing multiple priorities simultaneously
- Previous experience in customer service or account management
- Demonstrated ability to work collaboratively within team environments
- Strong problem-solving and analytical thinking abilities
- Proficient in Microsoft Office Suite and Canva
- Maintains a professional, positive work atmosphere for WUSATA's members, clients, co-workers, and supervisors
- Commitment to excellence and continuous improvement

### Benefits:

- Sick Paid Time off Plan (accrued on part-time basis)
- Flexible scheduling available to accommodate academic commitments
- Recognition Program

### Compensation & Schedule

- Hourly wage: \$15.00 - \$20.00 per hour (non-exempt position)
- Weekly commitment: 10-20 hours maximum
- Schedule flexibility available to accommodate academic requirements

WUSATA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION.**

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**Print Team Member Name**

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**Team Member Signature**

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**Date**