



# NEW ERA®

## WORK WITH US



### Trade Compliance Intern

**Reports to:** Assistant Manager

**Supervisory Responsibility:** No

**Department:** Trade Compliance (Logistics/Supply Chain)

**Location:** New Era Global Headquarters

**Date Revised:** January 2026

New Era Cap, LLC. is an international lifestyle brand headquartered in Buffalo, NY with an authentic sports heritage that dates back over 100 years. Best known for being the official on-field cap for MLB, official sideline cap for NFL, and official on-court cap for NBA, New Era Cap is the brand of choice not only for its headwear collection, but also for its accessories and apparel lines for men, women and youth. The brand is worn as a symbol of self-expression by athletes, artists and some of the most interesting people around the globe. New Era Cap encourages people to truly express their personal style and individuality through its products.

Since 1920, this family-owned business has hired employees who are masters of their craft. We are innovators, architects of culture, experts, and forward thinkers. We demand excellence because we

**The New Era Internship Program** is a dynamic and **disruptive** opportunity designed to deliver an elite, **authentic** experience for students. Interns are encouraged to challenge conventional thinking, contribute **progressive** ideas, and deliver meaningful, high-impact work that drives our strategic initiatives. Supported by mentorship and professional development, New Era Interns are empowered to thrive in any career they pursue.

Interested in working with us? Check out this exciting opportunity at New Era Cap's Headquarters (HQ) building located in downtown Buffalo, NY. This role is 100% on-site, encouraging interns to collaborate and connect in person five days a week. HQ offers an inviting atmosphere, complete with an on-site café, fitness center, and Flagship store.

#### **Summer 2026 Internship Snapshot**

- The Internship Program is a full-time (40 hours) opportunity that runs May 20 through August 14
- In addition to your projects and tasks, New Era Interns will experience:
  - Networking Opportunities
  - Professional Development (i.e., workshops and learning sessions for résumé building and personal branding, job searching, public speaking, etc.)
  - Community Service Day
  - Team Building Day
  - End-of-Internship Showcase to recognize your contributions and achievements

## **The Opportunity at Hand**

The Trade Compliance Intern will support the Trade/Supply Chain Team by contributing to key compliance activities, projects, and daily operations.

## **Projects & Tasks**

### **General Support**

- Learn about Trade Compliance as a profession and career path
- Participate in meetings with internal teams, external partners, and customs brokers
- Support the Trade Compliance Manager and team across daily activities and projects
- Collaborate with various departments to address trade compliance–related issues
- Keep all sensitive matters confidential

### **Regulatory & Filing Support**

- Assist with the CPSC new filing requirement project, including data validation, document collection, and communication with vendors
- Support the organization and maintenance of required regulatory records
- Assist with preparation of compliance documents for U.S. Customs and Partner Government Agencies

### **Data Management & Systems**

- Update and maintain the HTS code database
- Keep NEC database updates logged and accurate
- Develop reports and summaries as needed
- Support data cleanup and accuracy initiatives

### **Classification & Research**

- Research and analyze product data, including HTS classification, international and domestic customs regulations, and PGA requirements
- Assist with internal audits of import data, product classifications, and compliance documentation

### **Vendor & Program Support**

- Assist with the First Sale including tracking vendor submissions and compiling documentation
- Work with vendors to obtain compliance documents such as COO, FTA certificates, product specs, and testing information

### **Process Improvement**

- Assist in updating SOPs and internal workflow documentation
- Identify opportunities to streamline existing processes, improve accuracy, and enhance compliance efficiency

### **Other projects as assigned**

## **What you will need to make an impact**

- Proficient in Microsoft Word, Excel, and PowerPoint, with the ability to quickly learn and utilize new systems as needed
- Comfortable collaborating effectively with cross-functional teams
- Strong attention to detail and commitment to accuracy
- Highly organized with the ability to manage multiple priorities and meet deadlines
- Excellent verbal and written communication skills; able to communicate professionally via phone, email, and in-person
- Flexible and adaptable; able to respond quickly to changing circumstances
- Innovative mindset with the ability to enhance existing processes and solutions
- Enthusiastic, proactive, and positive, with a track record of managing change with persistence and urgency
- Ability to analyze data and draw clear conclusions
- Critical thinking and problem-solving skills
- Interest in international trade, supply chain, or regulatory compliance

- Comfort with researching regulations or technical information

### **Education and Experience**

- Must be currently enrolled in a Bachelor's or Master's program within a Business related field

*This role is 100% in-person and requires on-site attendance five days a week at our Headquarters building located in downtown Buffalo. The hourly rate for this posted position is \$XX/hr. and pertains to candidates located in Western New York. Compensation is determined by a wide array of factors including but not limited to skill set, education, essential job duties and requirements, and necessary experience.*

*As an intern, you'll enjoy a range of perks, including paid parking, exclusive discounts on apparel and headwear, and professional development opportunities right here on-site. We can't wait for you to experience all that our dynamic workplace has to offer!*

#LI-Onsite #LIOnsite #LI Onsite