

U.S. Embassy Sofia
Foreign National Student Intern Program
FCS 1 - 2016

Note: This program is entirely on a volunteer basis; there is no compensation attached to this internship and no benefits, nor any future employment rights. Service is not creditable for leave accrual.

Open to: Foreign National Students, non-U.S. citizens
Position: Student Intern in the U.S. & Foreign Commercial Service
Opening Date: April 19, 2016
Closing date: May 8, 2016
Work Hours: Minimum 25 hours per week
Agency/Section: U.S. Department of Commerce, Foreign Commercial Service, Sofia
Duration of Internship: Minimum four months as of June 2016

The U.S. & Foreign Commercial Service Office at the U.S. Embassy in Sofia is looking to recruit interns to support office day-to-day activities. Upon successful completion of the internship, interns will receive a certificate and reference letter.

The Foreign Commercial Service Office of the United States Department of Commerce assists American firms to export their goods and services abroad. The Foreign Commercial Service helps U.S. companies to enter new markets faster and more profitably through: locating potential buyers, distributors & agents; preparing industry specific market research; providing advocacy for companies bidding on government tenders; and working to reduce or eliminate barriers to market entry. The Foreign Commercial Service provides expert help at every stage of the export process. For more information on our services, please visit our website at <http://www.export.gov/bulgaria>.

Special Skills and Requirements: Interested in international trade, knowledgeable in Microsoft Office 2007 products, good customer service skills. Applicant must have good English language speaking, reading and writing ability and be fluent in Bulgarian. Interns will be required to keep a work log documenting their work on projects and accomplishments.

Eligibility criteria: Must be at least 18 years of age at the time of appointment. Only students who are non-U.S. citizens in Bulgaria or Bulgarian students studying abroad are eligible for the intern program, including any foreign nationals who are legal resident students in Bulgaria. Applicant must be a student in good academic standing. Applicant must have demonstrated the potential to accomplish the type of work to be performed. Applicants should be able to provide a certified document from the educational institution that the student is enrolled. If selected, the student must pass a background check and receive security and medical certifications before commencement of the internship

How to Apply: All applicants are instructed to address each selection criterion detailed above with specific and comprehensive supporting information. Interested candidates for this position must submit a current resume or curriculum vitae in English. Only applications received in the US Embassy Sofia, Human Resources Office before the closing date of this announcement will be considered and only short-listed candidates will be contacted for an interview.

Applications will be collected by the end of the day May 8, 2016 at:

Mail address: U.S. Embassy Sofia, Human Resources Office
16 Koziak Str., Lozenets, Sofia 1408 // fax: (+359) 2-937-5231
E-mail: Sofia_Applications@state.gov

http://bulgaria.usembassy.gov/job_opp.html