

Community Liaison Office Internship

Background: For over 30 years the Community Liaison Office (CLO) program has provided support to U.S. government employees and family members who are assigned to American embassies and consulates abroad. The CLO is among the first points of contact for newly assigned or arriving employees and family members, and provides pre-arrival information, orientation, and assistance with settling in at post. CLOs identify the needs of their community and respond with effective programming, information, resources, and referrals. They serve as advocates for employees and family members, advise post management on quality of life issues, and recommend solutions and family-friendly post policies.

Scope: Interns will report directly to the Community Liaison Officer(s) at the Embassy and will assist them in creating and implementing programs that enable members of the Embassy American community to work and live comfortably in Denmark. Duties include working with the office to provide research and support on education, employment, and cultural issues that enhance Embassy community programs and events. Additionally, interns will assist in developing programs and events that enhance morale within the embassy community as a whole. Intern duties may include, but are not limited to:

- Planning and implementing events aimed at different constituencies in the embassy community;
- Creating promotional material for events;
- Creating reference and resource materials for community members;
- Researching cultural events both inside and outside Copenhagen and sharing this information with the community through a variety of media platforms;
- Helping with general office work.

Duration: Though the schedule will be flexible to match the intern's educational obligations, the intern will be expected to work between 10-20 hours per week.

Qualifications: Undergraduate students in any field with an interest and/or competencies in event planning, social work, or child development are encouraged to apply. The scope of the position can be adapted to the skill set of the successful candidate. Essential skills/abilities include: strong interpersonal skills, creative thinking, organizational skills, a willingness to work in team-oriented environment and a good sense of humor. The successful candidate must have strong English writing and communication skills and a working knowledge of Danish.