

# Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

**Open to:** All non-U.S. Citizen Students  
Resident in France

**Date:** August 26, 2015

**Internship:** Public Affairs Section, Cultural  
Affairs Office, Embassy Paris

**Deadline  
to apply:** Rolling admission  
throughout the  
year

## Internship Description

The Cultural Affairs Section of Public Affairs manages a broad variety of academic and professional exchange programs, events highlighting U.S. culture, and activities to promote Franco-American understanding. By working in the Cultural Affairs Section, the intern will be an active observer and participant; gaining hands-on experience of how the U.S. Embassy conducts outreach to French audiences – a key part of the mission’s public diplomacy strategy. As an integral member of the Section’s team, the intern will assist American Officers and Locally Employed Staff on the Programs Team and on the Education and Exchanges Team in meaningful engagement with the French public about priority U.S. policy goals, such as outreach to young and underserved populations.

**Gratuitous Service:** There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

## Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.
- Must possess strong written and spoken English-language skills

**Hours:** 35 hours a week, 7 hours daily Monday through Friday.

**Internship period:** We accept rolling internship applications throughout the year.

**Duration of this internship:** 2 months maximum (8 weeks)

**(Please specify your preferred time frame in your Statement of Interest)**

### **Description of Duties and Responsibilities:**

Under the direct supervision of one or more Locally Employed Staff (LES), and under the general supervision of the Cultural Affairs Officer and/or the Assistant Cultural Affairs Officer, the intern will:

- Participate in the organization of cultural and educational outreach events, from early planning up to attending the actual event, providing support to LES as needed
- Participate in the organization of visits by American experts (speaker programs, VIPs)
- Attend meetings (section meetings, International Visitor Leadership Program pre-departure briefs and post-trip debriefs, organizational meetings) and take notes
- Draft talking points for a variety of uses
- Draft summaries for various reports
- Monitor Franco-American cultural and educational news for use within the Cultural Section
- Update contact information for participants of our exchange programs
- Conduct general research (biographies, events...)
- Help staff occasional representational events
- Draft funding proposals for cultural and educational outreach activities
- Translations

### **Required Skills/Qualifications: (These may be tested)**

#### **1. Education**

- At least completion of the baccalaureate diploma or a high school diploma.

#### **2. Language Proficiency:**

- English (Writing-Reading-Speaking): Good Level.
- French (Writing-Reading-Speaking) Native speaker.

#### **3. Other Skills:**

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create spreadsheets using Microsoft Excel.
- Must be able to interpret documents.
- Must be able to draft documents in English.

### **Application Filing Procedures:**

To be considered, intern applicants are asked to submit the **three** following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.

**Submit application by the announcement's closing deadline to:**

[ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)

**(Please add "Internship PA Section – CAO" to the subject line of your e-mail)**

**The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.**