

# 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:** January 27, 2015

**Internship:** American Presence Post, Bordeaux

**Deadline** **Until filled**  
**to apply:**

## Internship Description

The American Presence Post in Bordeaux is a dynamic three-person post, and is involved in many different activities, including public affairs, trade and investment promotion, economic and political analysis and reporting, and consular services for American citizens in our district. Interns assist APP Bordeaux' staff with the preparation of logistics of various projects and outreach program, with developing presentation materials, and with monitoring the press for stories of interest to the USG, allowing post to be more time-efficient and creative. An internship at APP Bordeaux usually gives interns an idea of how a small post is run, and gives a window into many Department of State offices and functions.

**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.

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

**Internship period:** To be defined

**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:**

The intern will have an opportunity to experience the full range of a small post's activities, more specifically public affairs and commercial activities. Projects and duties include, but are not limited to:

- helping APP Bordeaux organize and coordinate public affairs and commercial events (presentations for key target audiences, exhibits, receptions and other miscellaneous events),
- support business promotion events and meetings with French and U.S. companies,
- update post's website pages and provide social media content,
- translate documents,
- monitor local media for political and economic stories of interest to the USG.
- Interns may also be asked to draft reports, speeches, and give public remarks, depending on their interests and talents.
- As APP Bordeaux is a small post, all staff assist with administrative tasks, consular duties, and VIP visits to the consular district.

### **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): Fluent Level.
  - French (Writing-Reading-Speaking) Native speaker.
3. **Other Skills:**
  - Must 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 use PowerPoint.
  - Must have a clear communication.
  - Must be able to draft documents in English.

### **Application Filing Procedures:**

Please choose **only one internship** that suits you the best.

**To be considered, intern applicants are asked to submit the four 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.
- A copy of your ID card.

**Submit application at least two months prior to your internship period to:**

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

(Please add "Internship Bordeaux" 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.**