

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: October 9, 2012

Internship: U.S. UNESCO, Paris

**Deadline
to apply:** October 23, 2012

Internship Description

The intern's duties with the U.S. Mission to UNESCO will be to assist the Mission staff in its efforts to advance U.S. foreign policy goals at the United Nations Educational, Scientific and Cultural Organization. This particular position will have a focus on assisting the Public Diplomacy Section in its web-based outreach efforts. The intern will be responsible for developing and posting content on the Mission's website (articles, photos, video, etc.) and social media outlets. The intern may also attend UNESCO and Mission meetings, meet with representatives of other delegations of the 194-Member State organization, and participate in the organization of upcoming events.

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, 7 hours daily Monday through Friday.

Duration: 2 months maximum (from beginning of January to end of May)

Description of Duties and Responsibilities:

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

- develop and post original content for the Mission website, including articles, interviews, photos and video,
- help develop the Mission's presence on relevant social media platforms,
- 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,
- conduct general research (biographies, events...),
- do translations.

Required Skills/Qualifications: (These may be tested)

1. Education: University student pursuing a bachelor degree in communication.

2. Language Proficiency:

- English (Writing-Reading-Speaking): Excellent 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.
- Excellent knowledge of Social Media.
- Must have good communication and interpersonal skills.
- Must be flexible.
- Must be able to take initiatives.
- Must be fully conversant with the internet and social media.

Application Filing Procedures:

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

- A Curriculum Vitae
- A Statement of Interest 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

(Please add "Internship U.S. UNESCO" 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.