

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 03, 2015

Internship U.S. OECD, Paris

**Deadline
to apply: Until filled**

Internship Description

The U.S. Mission to the Organization for Economic Cooperation and Development (OECD) seeks two qualified interns to work on a broad range of issues including energy, the digital economy, and labor. This internship includes participation in the International Energy Agency (IEA) Ministerial conference and in preparation for COP 21. In the weeks surrounding both events, the intern will support high-level visitors by organizing, attending, and reporting on events and meetings.

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.

Internship period: Between September and December, 2015

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 provide support for U.S. officials participating in meetings at the OECD on topics including the environment, trade, finance, health, development, and energy. The intern will be responsible for preparing briefing materials and schedules, note-taking, and coordinating with other delegations and OECD staff. Duties will also include organizing official visits and representational events. The intern might also be asked to support the Public Affairs section in its outreach efforts through social media and other technology.

Required Skills/Qualifications: (These may be tested)

- **Education:** University student pursuing a bachelor degree in International Relations / communication.
- **Language Proficiency:**
- English (Writing-Reading-Speaking): Excellent Level.
- French (Writing-Reading-Speaking) Native speaker.

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 have strong communication and interpersonal skills.
- Must have initiative and be able to work autonomously.
- Must be well organized and flexible.
- Social media knowledge is a plus.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the 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 a month prior to your internship period to:

GrossmanHM@state.gov

(Please add “Internship U.S. OECD” 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.