



**FOREIGN NATIONAL  
STUDENT INTERN VACANCY  
ANNOUNCEMENT  
U.S. DEPARTMENT OF STATE**

**Announcement No. STATE-FNSI-26-14**

**POSITION:** **Community Liaison Intern**

**OPEN TO:** All Honduran and other foreign nationals who are legal resident students of the host country.  
(\*U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program)

**OPENING DATE:** May 14, 2014

**CLOSING DATE:** June 4, 2014

**WORK HOURS:** Minimum 20 hours per week

**STARTING DATE:** Throughout the year

**DURATION:** At least 3 months

**SALARY:** Volunteer, unpaid

\*NOTE: U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program. The U.S. Department of State sponsors a separate intern program for U.S. citizens. For more information on student programs with the State Department, go to <http://www.careers.state.gov> and click on Student Programs.

The U.S. Embassy is seeking an Intern in the Community Liaison Office. This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

**BASIC FUNCTION:**

The incumbent assists the Community Liaison Office Coordinators (CLO), in developing and managing a comprehensive post program to maintain high moral. Serves as the community advocate for employees and family members, advises post management on quality of life issues, and recommends solutions.

**REQUIRED QUALIFICATIONS:**

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED**).

**EDUCATION:** At least two years of university studies is required.

**LANGUAGE:** Level III (Good working knowledge) in English and Spanish is required. This will be tested.

**SKILLS AND**

**ABILITIES:** Ability to analyze and complete tasks in a timely manner; ability to coordinate with other elements of the mission to ensure program success; ability to effectively work with local contacts to service the community.

**SELECTION PROCESS:**

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical certifications must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application
2. Statement of Interest form
3. Academic Transcripts

**SUBMIT APPLICATION TO:**

**BY MAIL:** Send to the following address: American Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: [TGGIntern@state.gov](mailto:TGGIntern@state.gov)

**CLOSING DATE FOR THIS ANNOUNCEMENT: June 4, 2014**

The U.S. Mission in Tegucigalpa, Honduras 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. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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SEE <http://honduras.usembassy.gov/internships.html>  
FOR ADDITIONAL INTERNSHIP OPPORTUNITIES

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