

Unpaid Internship Opportunities at U.S. Embassy Dublin

The U.S. Embassy in Dublin is offering exciting internship opportunities for current students and recent graduates of Irish universities to gain valuable business and workplace skills in the following sections;

1. PUBLIC AFFAIRS OFFICE

INTERNSHIP OVERVIEW:

You will have the opportunity to become involved in a wide variety of public diplomacy outreach events and activities from the planning stage through to completion in this fast paced Public Affairs Office. As an intern you will also assist with our vibrant and growing social media strategy as well as the compilation of daily press clips.

We can offer a flexible schedule to work around your studies.

The unpaid internship will commence in January/February 2014 and continue through to July 4, 2014.

ELIGIBILITY REQUIREMENTS:

- Must have residency and the legal right to work in the EU. **Please note** that this particular program is not intended for U.S. citizens.
- **Must be a recent graduate of an Irish university or a student currently working towards a master's or a recent graduate of a master's degree program at an Irish university.**
- Must be at least 18 years of age at the time the internship begins.
- Must be available to begin the internship in January/February 2014.
- Must be able to work 20 – 40 hrs per week.
- Must have substantial computer skills with knowledge of Excel, Word and other Microsoft Office software applications.
- Must have leadership skills, be goal-oriented and self-organized with strong communication skills and the ability to work in a team.

2. U.S. COMMERCIAL SERVICE (FCS)

INTERNSHIP OVERVIEW:

The successful applicant will be given the excellent opportunity to assist the Head of Section and the Commercial Service Dublin (CS Dublin) team in the implementation of the office's core program activities of export promotion, commercial diplomacy and investment promotion. You will support CS Dublin-led events including trade missions, trade show promotions and other related activities.

U.S. Commercial Service (FCS) will work with you to develop a work schedule that fits alongside your studies.

The unpaid internship will commence in January/February 2014 and continue until the end of May/June (approximately four months).

ELIGIBILITY REQUIREMENTS:

- Must have residency and the legal right to work in the EU. **Please note** that this particular program is not intended for U.S. citizens.
- **Must be a current university senior or recent university graduate of economics, marketing, business administration, international business and related fields.**
- Must be at least 18 years of age at the time the internship begins.
- Must be available to begin the internship in January/February 2014.
- Must be able to work 20 – 40 hrs per week.
- Must have substantial computer skills with knowledge of Excel, Word and other Microsoft Office software applications.
- Must have an interest in international trade.
- Must have strong numerical, organizational and communication skills and the ability to work in a team.

LOCATION OF INTERNSHIPS:

Students will be offered the unpaid internship at the U.S. Embassy in Dublin, located in Ballsbridge.

TO APPLY:

Applications for both positions must include the following:

1. A copy of your current CV/resume, which should include a day-time telephone number, e-mail address and postal address.
2. One-page statement of interest, describing motivation for pursuing either the **Public Affairs** or **U.S. Commercial Service (FSC)** internship (*please specify the internship you are applying for*) at the Embassy; and
3. University transcripts documenting education.

Please ensure documents are in Microsoft Word and/or Adobe Acrobat PDF format. Applications received in formats other than those specified **will not** be accepted.

Please note that if your application package is incomplete, you will not be considered further for the unpaid internship.

Submitting your Application:

Application packages will be accepted by **email** to DublinHR@state.gov or by **post** to

Human Resources Office
U.S. Embassy
42 Elgin Road

Ballsbridge
Dublin 4

Hand delivered applications **will not** be accepted by the Embassy.

Please note that internships are unpaid and there are no benefits, compensation, nor any future employment rights attached.

Prior to commencement the successful applicants are required to receive a security clearance and medical certification.

Closing date for receipt of applications: **5pm on December 20, 2013**