



Unpaid Internship Opportunities at U.S. Embassy Dublin

The U.S. Embassy in Dublin is offering an exciting internship opportunity 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:

As an intern in the fast paced Public Affairs Office, you will have the opportunity to work on large and small scale events in a variety of roles. You will assist with our vibrant and growing social media strategy as well as the compilation of daily press clips. In line with that, you will support the Public Affairs Office in drafting press releases for media distribution and be involved in filming, photographing and editing. Also, you will be involved in assisting with the Youth Council and Youth Outreach Program.

We can offer flexible hours depending on individual circumstances and university class schedules.

The unpaid internship will commence in Sept / Oct 2016 and continue through to Nov/Dec 2016.

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 September / October 2016.
- Must be able to work 20 – 40 hours per week.
- Must have good communication and writing skills.
- Must have substantial computer skills with knowledge of MAC/PC.
- Must have the ability to work in a team.
- Must have social media management experience and / or video editing /graphic design skills.

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. As an FCS Local unpaid intern, you will have the opportunity to support the CS Dublin team in preparing for various events and conferences. You would also be involved in market research, client outreach along with market reporting and database entry.

U.S. Commercial Service (FCS) will work with the intern to develop a work schedule that fits alongside their college schedule.

The unpaid internship will commence in Sept/Oct 2016 and continue through to Nov/Dec 2016.

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 September/October 2016.
- Must be able to work 20 – 40 hours per week.
- Must have good writing, numerate, reasoning and planning skills.
- Must be computer literate and have good communication skills.
- Must have an interest in international trade and relations.



3. EXECUTIVE OFFICE

INTERNSHIP OVERVIEW:

The Executive Office has a fantastic opportunity for a local intern who will be tasked with assisting the office as part of a long term project initiative to publish a book about the Chief of Mission Residence, as well as organizing the Ambassador's official files for records retirement. The selected candidate would be involved with projects such as research and organization of current files and records, compiling historical resources and digitize records for the Executive Office.

Also, the successful candidate will be required to back up the protocol assistant, as needed, with various responsibilities such as compiling guest lists, sending invitations and providing additional support on events and tours.

The unpaid internship will commence in Sept/Oct 2016 and continue through to Nov/Dec 2016.

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 at an Irish university of English, History or related fields.**
- Must be at least 18 years of age at the time the internship begins.
- Must be available to begin the internship in September/October 2016.
- Must be able to work 20 – 40 hours per week.
- Must have substantial computer skills with Microsoft Office Suite programs.
- Must be organized, have strong writing skills and is unafraid to take initiative.
- Must work well independently and be able to determine their own goals within a project
- Experience in any form of publishing an advantage but not required.



LOCATION OF INTERNSHIPS:

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

TO APPLY:

Applications 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 the **Public Affairs, U.S. Commercial Service (FSC) or the Executive Office** 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 July 22, 2016**

