

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Announcement: PSIP/I/PAS (Press and Information)**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Public Affairs Section  
(Press and Information Office)  
**Opening Date:** March 28, 2014  
**Closing Date:** April 13, 2014  
**Work Hours:** 4 hrs per day  
**Days per week:** 5 days  
**Duration:** May/June 2014- August/September 2014

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Press and Information Office of Public Affairs Section of the Embassy.

#### **Major Duties or Projects:**

We are looking for an Intern to assist within the Press and Information Office of the Public Affairs Section. This person will assist the New Media Specialist with everyday tasks, and will contribute to expanding the online PR capacity of the Embassy. Major areas of responsibility will be new media and online PR.

#### **Scope of work and related duties:**

- Assisting in creating an online media strategy for the Embassy
- Expanding the online presence of the Embassy
- Promoting Embassy events online and attending events
- Drafting and editing press releases/media stories to be place in online outlets

#### **Qualifications Required:**

##### **KNOWLEDGE**

- Ideal Candidate should:
  - have experience in traditional and online PR
  - be familiar with social media
  - be interested in American culture, international affairs, marketing, politics and entertainment

- understand and know Polish media and blogosphere, both traditional and online
- be a journalism/pr/marketing student, but we are also open to students of other departments

## SKILLS

- Our intern should:
  - Have a good oral and written communication skills
  - Be an “outside the box” thinker
  - Have experience in PR and/or marketing or be interested in this field and have theoretical knowledge

## ABILITIES

- We are looking for someone:
  - Creative
  - Enthusiastic
  - Open minded
  - Ambitious
  - Determined to learn

## Language requirements:

- Fluent English and Polish (speaking, reading and writing)

Information and application materials are available at

<http://warsaw.usembassy.gov/poland/jobs.html>

<http://photos.state.gov/libraries/poland/123049/pdfs/applicationstudent.pdf>

Interested applicants for this position should send back the completed **Application for Polish Student Intern Program and Statement of Interest** together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program

## **Equal Opportunity Employer**