

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/PAS

Open to: Eligible Polish Students
Position: Student Intern in the Public Affairs Section
Opening Date: August 30, 2010
Closing Date: September 13, 2010
Work Hours: 4 hours per day/5 days per week(two interns)
Duration: September through December (with a possibility of extension)

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 to hire two part-time Polish Student interns to support Public Affairs programs and Protocol events.

Major Duties or Projects:

- Assistance in arranging and implementing the Public Affairs Section's cultural, educational, and press programs and activities as well as in arranging and implementing the Protocol Section's representational events
- Prepare and send invitations for events
- Provide assistance in carrying out public events involving visiting U.S. speakers, exhibitions, and/or receptions
- Prepare PowerPoint slide show presentations in Polish for use by American diplomats in speaking to Polish audiences
- Assist in maintaining and updating our databases of contacts

Qualifications Required

- The preferred candidate would be a student of political science, international relations, American studies, American literature, English, management, marketing, or journalism in the 3rd -5th year of study
- Some experience in events planning and management, media, Polish/English translation, database management
- Fluent English and Polish; good interpersonal and networking skills
- Proficiency in Word, Excel, MS Outlook; frequent users of social media (Facebook, Twitter, Nasza Klasa etc.); general knowledge of web tools and graphic design program

Information and application materials are available at
<http://poland.usembassy.gov/poland/jobs.html>

Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with **short writing samples to assess written English** and 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

Closing date for this position: September 13, 2010

Equal Opportunity Employer