

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/KRK-PAS

Open to: Eligible Polish Students
Position: Student Intern in the Public Affairs Section
Opening Date: August 22, 2012
Closing Date: September 14, 2012
Work Hours: 10-15 hours per week
Days Per Week: Flexible
Duration: 6 months starting September 2012

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. Consulate General in Krakow is seeking to hire a Polish Student intern to provide general support to Krakow's public diplomacy programs.

MAJOR DUTIES OR PROJECTS:

- Support for Krakow's social media engagement
- Support for and assistance in developing youth outreach programs
- Program and administrative support for cultural programs and media engagement of Consulate General Krakow
- Translation of documents and materials from English to Polish for distribution to local audiences
- Administrative assistance, including but not limited to maintain up to date contact lists for media, cultural, and educational contacts, and drafting correspondence.

SCOPE OF WORK AND RELATED DUTIES:

• Under the supervision of Krakow's Public Affairs Officer, and in conjunction with Public Affairs Staff, the Intern will provide general support to Consulate General Krakow's public diplomacy programs. Projects will include participation in the development and execution of the Consulate General's social media engagement, including through its Facebook page and web site; the development and execution of youth outreach programs; administrative and program support for cultural and speaker programs; and other administrative tasks as required.

QUALIFICATIONS REQUIRED:

KNOWLEDGE:

- General understanding of United States history, government and culture, and knowledge of cultural, educational, and media institutions in southern Poland, including online media.

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SKILLS:

- Good interpersonal skills
- Proficiency in use of social media sites such as Facebook;
- Basic computer skills, including use of word processing and database software

ABILITIES:

- Ability to function with minimal supervision; to exercise judgment in the planning and execution of programs and other tasks; to translate and draft correspondence; and to utilize standard photographic and electronic equipment.

LANGUAGE REQUIREMENTS:

- English Level III and Polish Level IV

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 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: Public Affairs Section
US Consulate General, Krakow
Ul. Stolarska 9

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

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Equal Opportunity Employer