



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Community Liaison Intern

Position Description:

The Community Liaison Intern would work in the Community Liaison Office (CLO) of the U.S. Embassy Lisbon supporting the Embassy Community Liaison Coordinators. The Community Liaison Office reports to the Management Officer and is responsible for the welfare and morale of post personnel. Specific responsibilities would include:

- Assist in updating CLO materials such as the *Visitor and Tourist Information Guide* and the *Welcome to Lisbon Guide*.
- Assist in gathering information for publication in the bi-weekly newsletter.
- Research information on current events of interest in the community (i.e., cultural, music, etc.)
- Prepare flier for CLO-sponsored events
- Maintain the CLO library and ensure proper classification of books
- Other duties as requested

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen students of Portugal-based universities who wish to gain valuable work experience (and academic credit if permitted by the university) while providing key support to U.S. Embassy Lisbon.

Internships are unpaid and last a minimum of ten weeks and a maximum of three months. Full-time and part-time schedules may be considered.

All selected interns will be required to obtain a Security Certification and a Medical Check prior to the beginning of the internship.

Skills:

Knowledge of Microsoft Word and Microsoft Excel.

Education:

Students must have completed two years of university prior to application for an internship and have a minimum grade point average of 14 (on a 20 point scale) for students completing a licenciatura.

Language:

Students must speak English and Portuguese at professional proficiencies.

Please submit your cover letter and curriculum vitae, in English, by August 9, 2013 to internshiplisbon@state.gov