



## Local Internship Announcement for U.S. Embassy Lisbon

### **Position Title:**

Consular Affairs Intern

### **Position Description:**

The Consular Affairs Intern would work in the Consular Section and assist staff with the following tasks:

- Portuguese language communication and outreach with particular focus on internet and social media
- Draft routine correspondence in English and Portuguese/Respond to public inquiries;
- Other duties and special projects, 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 Office, Facebook, Twitter and other social media applications

### **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](mailto:internshiplisbon@state.gov)