



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

U.S. Commercial Services Intern

Position Description:

General support for the market research and business facilitation services provided by the Embassy's U.S. Commercial Service to U.S. and Portuguese companies. Depending upon the intern's capability and interest, as well as the duration, timing, and location of the internship, the intern's responsibilities will vary and may include some or all of the following duties:

- Assist the commercial staff with routine business inquiries by phone, fax, email and internet.
- Assist commercial staff with market research and reporting;
- Assist commercial staff with pending projects such as trade fair recruitment, the organization of technical seminars, company promotion, matchmaking services, training activities, and electronic and printed publications.
- Assist commercial staff with administrative duties, in particular, projects related to the maintenance of electronic client databases, document management, and filing.

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen, Portuguese 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:

- Advanced proficiency in reading, writing and speaking in English and Portuguese.
- Computer literacy, including MS Word, Excel, Powerpoint and Internet. Additional advanced knowledge of graphics, publishing, and other business software is desirable.

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, to internshiplisbon@state.gov . Please do not send invitations to third party employment websites such as Linked In as they will be automatically deleted.