



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Facilities Management Intern

Position Description: The Facilities Management Intern would work in the Facilities Management Office of the U.S. Embassy Lisbon supporting the Embassy Facilities Management Officer or Facility Manager. The FM intern reports to the FM Officer or Facility Manager and provides general services and support to the Mission's staff.

Specific responsibilities include:

1. Provide administrative assistance to the Facility Manager
2. Manage the flow of all communications both paper and electronic within the Facility Management section
3. Maintain and update section records, memos, correspondence and office supplies
4. Assists FM in preparing translations, establishing appointments and maintain personnel files
5. Arrange for hotel accommodations and transportation for official and/or VIP visitors, CODELs, TDYers, and security detail.
6. Help managing Work orders for the section
7. Entry of access requests and motor pool
8. Initiate procurement requests in ARIBA
9. Review of energy bills
10. Residential energy conservation audit
11. Develop energy consumption standards for residences
12. Develop energy conservation program of Embassy Lisbon
13. Other duties as requested

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.

This Internship is unpaid and will last a minimum of 10 weeks and a maximum of three months, working 4 hours per day.

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

Skills Required:

- Individual must be fluent in English & Portuguese (Level 3 of 5 in both reading and speaking both languages);
- Excellent typing and data entry skills in both languages;
- Must have extensive experience using the following Microsoft products and information databases;
 - Excel, Word, and Outlook (email, calendar, etc);
- Must have an understand of Energy Conservation concepts;
- Must have research experience;

Education:

Students must have completed two years and currently enrolled in a 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.

Please submit your cover letter and curriculum vitae, in English to internship@lisboa.gov . Please do not send invitations to third party employment websites such as Linked-In or they will be automatically deleted.