



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

### **Position Title:**

Public Affairs Intern

### **Position Description:**

The Public Affairs Intern would work in the Office of Public Affairs (OPA) and report to the Public Affairs Officer (PAO). The Intern will assist in the operations of the Office of Public Affairs (OPA), including participation in the Embassy's Public Diplomacy programs, outreach and messaging. They will receive instruction and guidance from the PAO and other OPA and Embassy representatives involved in the implementation of the Connect to Success (C2S) initiative on women's entrepreneurship and to assist women owned businesses (WOBs).

The Intern will assist in the implementation and administration of the CTS initiative, which encompasses the following:

- Management of databases;
- Drafting and submission of reports;
- Coordination and communication with internal and external partners and participants;
- Assist in broader OPA programming and outreach;
- Assist in event coordination, logistics planning and implementation, as well as greeting and escorting external participants;
- Preparation and delivery of presentations to external audiences.

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 from their participating university, while providing key support to U.S. Embassy Lisbon.

**This internship is unpaid and will last for a minimum of 6 months due to the nature of the specified project. Because of the nature and time span of the project, those students requiring an internship to fulfill a degree requirement or those students receiving university credits for the internship, only need to apply.**

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

### **Skills:**

Knowledge of Word, Excel, Powerpoint, Facebook, and other computer applications.

### **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.

### **Language:**

Students must speak English and Portuguese at professional proficiencies.

Please submit your cover letter and curriculum vitae, in English, to [internshiplisbon@state.gov](mailto:internshiplisbon@state.gov). Please do not send invitations to third party employment websites such as Linked In or they will be automatically deleted.