



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Protocol Intern

Position Description: The Protocol Intern would work in the Protocol Office of the U.S. Embassy Lisbon supporting the Embassy Protocol Officer. The Protocol Office reports to the Ambassador and supports his representational events, and representational events of other Embassy sections. Specific responsibilities include:

- Assist with protocol data entry
- Archiving, including filing and scanning material
- Assist in preparation and finalization of event guest lists in coordination with the respective Embassy office
- Staff representational events (including assisting with reception, seating)
- Draft routine condolence, thank you letters
- Research and prepare biographic information
- Escort visitors
- 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 10 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 prior to the beginning of the internship.

Skills: Knowledge of Microsoft word

Education:

Students must have completed two years and currently enrolled in a university level relevant course 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 May 6, 2013 to internshiplisbon@state.gov