



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Public Affairs Intern -- Information Resource Center (IRC)

Position Description:

The Public Affairs – Information Resource Center Intern would work in the Office of Public Affairs and assist the section's IRC staff with the following:

- Liaise with the seven American Corners in country;
- Assist with incoming reference and other information requests from American Corners and partner libraries
- Assist with American Corner and IRC programs, outreach activities and events;
- Assist with American Corner and IRC event planning, invitations, and coordination;
- 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 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 Word, Excel, Powerpoint, Facebook, and other computer applications.

Education:

Students must have completed two years in a field related to library/information science 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, by May 6, 2013 to internshiplisbon@state.gov