

Joint-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France & the OECD

Open to: All French National Students

Deadline to apply: At Least Five Months Before Start Date

Internship: Africa Regional Services
U.S. Embassy, Paris, France

Internship Description:

Africa Regional Services seeks a qualified intern to work with the book-publishing program which publishes professional development books by American authors translated into French. S/he will also work with the Books-in-French program which selects, purchases, and ships to American Spaces in U.S. Missions American-authored books and other relevant materials available on the French market that address U.S. government foreign policy objectives. The intern may be involved in some online and social media work.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include medical insurance.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to provide a medical certificate from the student’s doctor

Hours: 35 hours a week, 7 hours daily Monday through Friday

Internship period: To be defined
maximum

Duration of this internship: Eight (8) weeks

Description of Duties and Responsibilities:

The intern will work with the Book Publishing Program (Nouveaux Horizons - NH) which publishes professional development books by American authors translated into French, distributes those books to American embassies in support to programs, and sells them commercially to bookstores throughout francophone Africa and Haiti. The intern will communicate with embassies and handle their book orders. S/he will update information sheets on each country on book sales and book distribution. The intern will also be involved in editorial work such as writing book summaries, checking book covers and inside pages. S/he will create content for the NH Facebook page, and provide fresh ideas to market NH books with bookstores, NH brand ambassadors, and NH audiences.

The Intern will also work with the Books-in French (BIF) Program which selects, purchases, and ships to American Spaces in U.S. Missions American-authored books and other relevant materials available on the French market that address U.S. government foreign policy objectives. The intern will conduct internet research in French and English on various topics. S/he will participate in the selection and evaluation of books in French and thematic online resources. S/he will help to develop and produce new physical and online collections. S/he will work in databases to update Books-in-French Collections. If the Intern has Portuguese language skills s/he will be assigned the same duties for the Books-in-Portuguese Program.

The intern may also be involved in a variety of online duties, to include redesigning the office intranet site and creating original online content for posting on social media assets. S/he may also assist with basic administrative support for the office.

Required Skills/Qualifications: (These may be tested)

- **Education:** University degree in progress or completed in book publishing, book selling, communication/marketing, librarianship, information services or information studies/management, business, or social sciences.

- **Language Proficiency:**
- English (Writing-Reading-Speaking): Very Good Level
- French (Writing-Reading-Speaking) Native Speaker

- **Other Skills:**
- Online and social media skills preferred
- Good command of Word and databases
- Research skills

Application Filing Procedures:

To be considered, intern applicants are asked to submit the following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your French ID card or passport

Submit application at least five (5) months prior to your internship period to:
ParisInternRecruitment@state.gov

Joint-Mission France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.