

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

Current Internship: Public Affairs, U.S. Embassy, Paris, France

Internship Description:

Public Affairs Office: The intern will support and assist the U.S. Embassy in Paris's public diplomacy efforts to enhance the French public's understanding of the United States, U.S. policy, culture, and history, and the importance of the U.S.-France relationship. Interns will be involved in the Public Affairs Section's outreach through traditional media, social media, events, and exchanges. They will help arrange and prepare U.S. officials for interviews or draft remarks/speeches for officials' participation in events. They will monitor French traditional and social media and produce written summaries and briefings. They will support the PAS program staff with event planning and execution, including supporting and creating multimedia content (photo, videos), including representational events at the Ambassador's Residence, and possibly outside of Paris. The intern will draft remarks in French and English and help with translations. Interns may also be asked to do research and prepare reports or memos on areas of media, social media, education, and culture. Interns will develop and implement strategies to maximize the Ambassador and Embassy's outreach through social media and enhance the visibility of the Embassy's social media platforms. They will collaborate closely with other Embassy sections, agencies, and constituent posts to support cultural programming and create innovative messaging content.

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

Eligibility Requirements:

- Must be able to prove French nationality
- 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: between May and August

Duration of this internship: Eight (8) weeks maximum

Required Skills/Qualifications: (These may be tested)

1. **Education:** Academic Major: French, Education, Foreign Policy, Arts, School of Foreign Service, Journalism, Communications, International Relations, Humanities, or History. Strong organizational and writing skills and experience with social media are necessary.
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3. **Language Proficiency:**
 - English (Writing-Reading-Speaking): Good Working Knowledge required.
 - French (Writing-Reading-Speaking): Good Working Knowledge required.
4. **Other Skills:**
 - Must have good basic knowledge of social media (Twitter, Facebook, Instagram.)
 - Must be able to create documents using Microsoft Word
 - Must be able to create basic spreadsheets using Microsoft Excel
 - Must be able to use Microsoft Outlook for e-mail messaging etc.
 - Must be able to use the Internet to conduct information searches
 - Must be organized
 - Must have a good cultural level
 - Good interpersonal skills
 - Must be able to work in a team

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.