

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: American Presence Post (APP)
Bordeaux, France**

Internship Description

The American Presence Post in Bordeaux requires a qualified intern to help advance U.S.-France economic and cultural ties. Interns will have opportunities to assist in the planning and realization of American cultural outreach programs in the region. They will also be able to research and suggest ways to promote trade and business for U.S. companies interested in the region and generally to create close links between U.S. and French markets. This may also include identifying barriers to U.S. goods and trade in the French market. The intern will also study areas and ways to stimulate French investment in the U.S. in agriculture, goods, and services, as well as research possible U.S. speakers for topic-specific cultural exchange programs (such as Black History Month, International Women's Day, U.S. elections, etc.).

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: Six (6) weeks

Description of Duties and Responsibilities:

- Monitor media reports on issues of interest to the United States, with a focus on political, economic / business, and social developments in the Consular district. (in coordination with APP staff)
- Assist the Cultural Affairs Specialist with outreach events planning and execution.
- As required, accompany Consul to meetings and events, serving as a note-taker and photographer. As requested, prepare written reports on these meetings for Paris.
- Draft brief reports / Facebook postings in both French and English, on events and activities of the Consulate for the post's newsletter.
- Assist with visits to the region and visitors to the Consulate.

Required Skills/Qualifications: (These may be tested)

1. Education:

- Must possess Bachelor's degree or equivalent academic education in political, commercial, or economic studies.

2. Knowledge:

- Knowledge in the culture southwestern of France.

3. Language Proficiency:

- English (Writing-Reading-Speaking): Excellent Level.
- Must be able to read, analyze and draft documents in English.
- French (Writing-Reading-Speaking) native speaker

4. Skills:

- Must be able to use the Internet to conduct information searches and create social media items.
- 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.
- Good interpersonal 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 six (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