



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Economic Intern

Position Description:

The Economic Intern would work in the Political / Economic Section and assist staff with the following tasks:

- Daily Portuguese-language press review and draft English-language summaries for select articles, including relevant contextual comments;
- Tracking key economic indicators including GDP, deficit ratio, and unemployment;
- Conducting in-depth research and reporting on economic topics like banking sector restructuring, GDP projections, consumer confidence, entrepreneurship, development of specialty clusters, and other topics as assigned;
- Serving as note taker in select meetings and producing concise, comprehensive written summaries of such events;
- Drafting routine correspondence in English and Portuguese;
- Setting up meetings with relevant counterparts;
- Providing assistance with official document translations;
- Other duties and special projects, as requested

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen, Portuguese 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 ten weeks and a maximum of three months. This internship is a full-time schedule.

All selected interns will be required to obtain a Security Certification and a Medical Check prior to the beginning of the internship.

Skills:

Strong economic analysis and Excel skills are a must. Knowledge of Microsoft Word, Powerpoint, Access Database and other computer applications preferred.

Education:

Students must have completed two years 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, to internshiplisbon@state.gov specifying your interest in the ECONOMIC INTERN position. Please do not send invitations to third party employment websites such as Linked In as they will be automatically deleted.