



## Local Internship Announcement for U.S. Embassy Lisbon

### Position Title:

Facilities Intern

### Position Description:

The Facilities Intern would work in the Facilities Section and assist staff with the following tasks:

- Reading, drawing and organizing architectural drawings.
- Collecting information for operations and maintenance library.
- Taking measurements of spaces to convert to drawings.
- Product and systems research.
- Digital document filing.

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:

Students need to be able to read architectural and engineering drawings. AutoCAD, Excel and Computer skills.

### Education:

Architectural, Engineering, or Trade school (construction, maintenance, administration) bachelor degree are preferred.

### Language:

Students must speak Portuguese and be able to read English.

Please submit your cover letter and curriculum vitae, in English, to [internshiplisbon@state.gov](mailto:internshiplisbon@state.gov) specifying your interest in the FACILITIES INTERN position. Please do not send invitations to third party employment websites such as LinkedIn as they will be automatically deleted.