



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

### **Position Title:**

FCS Intern

### **Position Description:**

### **Duties:**

*General support of the market research and business facilitation services provided by the Embassy's U.S. Commercial Service to U.S. companies and Portuguese companies. Depending upon the intern's capability and interest, as well as the duration, timing, and location of the internship, the intern's responsibilities will vary and may include some or all the following duties:*

- *Assist the commercial staff with routine business inquiries by phone, fax, email, and internet.*
- *Assist commercial staff with market research and reporting.*
- *Assist commercial staff with pending projects such as trade fair recruitment, the organization of technical seminars, company promotion, matchmaking services, training activities, and electronic and printed publications.*
- *Assist commercial staff with administrative duties projects related to the maintenance of electronic client databases, document management, and 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:**

- Advanced proficiency in reading, writing, and speaking Portuguese and English languages.
- Computer literacy, including MS Word, Excel, PowerPoint, and Internet. Additional advanced knowledge, i.e., graphics, publishing, etc. is desirable.

**Education:** Student should be enrolled in University degree preferably attending the 2<sup>nd</sup> year in the areas of Business Administration; Economy and Management; Marketing and Communication

**Language:**

Advanced proficiency in reading, writing, and speaking Portuguese and English languages.

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