INTERNSHIP POSITION AT CONSULATE GENERAL MERIDA

POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT

OPEN TO:  
To all interested students: Communications, International Relations, Political Science, Economics, Law or any related field.

OPENING DATE:  
December 16, 2021

CLOSING DATE:  
January 7, 2022

WORKING HOURS:  
Part-time; 20 hours/week (School Internship Term)

SALARY:  
N/A

Public Diplomacy FSN Student Intern

Objective:  To engage intern in a manner that advances the work of Public Diplomacy in Consulate General Merida and provides an enriching and educational experience for the intern. Efforts should be made to provide opportunities to work in a variety of areas of the section, such as press, communications, social media content, Consulate programs, database updates, among other topics. Work requirements should be concrete with clear expectations and deliverables.

Duties and Activities

Communications/outreach:

- Support with Consulate community communications, Consulate social media content, calendars, events, and programs.

Calendar:

- Intern will update Executive Calendar with upcoming press, cultural, educational events in the region, reviewing online resources to update calendar regularly.
Event/Program Support:

- Intern will assist Consulate General Staff in performing special duties, such as, but not limited to, logistical and organizational support during VIP visits, Public Diplomacy section events, conferences and other Consulate General outreach events and activities.

Admin:

- Update Public Diplomacy Contacts

Other Duties:

- Support other offices, when necessary, upon approval from CG/supervisors
- Perform other duties as assigned

Mission’s requirements for Mexican Student Interns:

- Minimum age: The Intern Program applicants must be at least 18 years of age at the time of appointment.
- The student must have completed academic courses relevant to the type of work to be performed.
- Good working knowledge English proficiency: TOEFL ITP – 540+ TOEFL IBT – 72+ TOEIC PBT – 780+ or request Consulate English Assessment.
- The student must be in good academic standing at their current educational institution and a minimum GPA of 8.0 is required
- The student must receive a security certification from the RSO (Regional Security Office) following selection.
- Submit a copy of medical insurance/healthcare system
- There are no benefits attached to this temporary internship and no compensation.
- The intern’s part-time schedule is flexible within the Consulate’s working hours (7:30 am - 4:30 pm).

Note: Any costs for travel and test fees are the applicant’s responsibility.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified:

1. Complete the Statement of Interest. Should include the student’s objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the U.S. Mission’s goals/office needs.
2. Sign the U.S. Department of State Gratuitous Service Agreement.
3. The intern needs to have a written request and permission from her/his university at which the student is enrolled before accepting the internship.
4. Provide a transcript of grades. A minimum GPA of 8.0 is required.

5. Submit TOEFL/TOEIC English proficiency score, good working knowledge: TOEFL ITP/PBT – 540+ TOEFL iBT – 72+ TOEIC PBT – 780+ or request Consulate English assessment.

6. Submit a copy of medical insurance / healthcare system.

7. Submit all documents to MeridaHR@state.gov

The forms mentioned above can be found on: https://mx.usembassy.gov/embassy-consulates/merida/student-internship-program/

WHERE TO APPLY:

MeridaHR@state.gov Please include Intern Public Diplomacy Position in subject line of e-mail. Please note that hard copies are not accepted.