

Call for Applications: Internships at the Slovak Embassy in Washington, D.C.

The Embassy of the Slovak Republic in Washington, D.C. is currently accepting applications for the following internship positions:

1. Political Affairs Junior Expert
2. Public Affairs and Social Media Junior Expert

Responsibilities

Political Affairs Junior Expert

- Researching and writing memos on political and economic issues pertaining to US domestic and foreign policies
- Attending the U.S. Congress, the U.S. Department of State and other U.S. governmental agencies as well as NGOs hearings, briefings, and seminars; reporting
- Coordinating with U.S. governmental agencies regarding visiting delegates from Slovakia

Public Affairs and Social Media Junior Expert

- Assisting in the planning and execution of public outreach and cultural events organized by the Embassy
- Updating Embassy's website, Twitter and Facebook accounts

Duration

The Embassy offers both part-time and full-time internships for the Spring (March – June) and Fall period (September – December). Regular business hours are from 9am to 5pm Monday through Friday. A commitment of at least two months is required.

Qualifications Required and Additional Selection Criteria

SK citizen

Current graduate student

Fluent (Speaking/Reading/Writing) English and Slovak

Excellent communication skills

Above average analytical and research skills (Political Affairs Junior Expert)

Experience in work with social media and graphic design (Public Affairs and Social Media Junior Expert)

Proactive approach and excellent work ethic

Compensation

Internships are unpaid. The Embassy can provide free accommodation within the premises of the Chancery.

Interns must have medical insurance and are expected to cover all boarding and travel costs to/from Washington, D.C.

The Embassy will reimburse Metro/bus transportation for business-related meetings in Washington, D.C during the internship.

How to apply

Please send your CV with contact details, motivation letter with the indication of the position and preferable time frame of the internship, as well as references to:

Mr. Jozef Polakovic

Embassy of the Slovak Republic

emb.washington@mzv.sk

Deadlines: February 7th, 2018 for the Spring (March – June) period

June 30th, 2018 for the Fall (September – December) period

Shortlisted candidates will be contacted for interview via telephone or Skype.