Internship position available at the Cultural Services of the Embassy of France in Washington, D.C.

From January 2020 / for 4 to 6 months

We are looking for applications for an internship position at the Cultural Services of the Embassy of France in Washington, D.C.

This position is available for a student enrolled full-time in an American University. Please note that we cannot accept candidates who have already graduated, high school students or students with visa restrictions.

Description of the tasks:
- Communication of the Cultural Services (e-newsletter, frenchculture.org, speeches...): work in English or translating from French into English
- Draft or proofread and edit English language documents
- Work on the organization of cultural events (film screenings, concerts, exhibitions, etc.)
- Help on some general administrative tasks, update contact lists
- Act as a primary receptionist for the Cultural Services: responding to phone calls and e-mails addressed to the service

Qualifications required:
- Excellent English writing skills - must be native-level
- Conversational French. Ability to write simple texts and understand complex instructions in French.
- Ability to translate from French to English
- Excellent communication and interpersonal skills
- Strong interest for French culture

Start Date: January 6, 2020 (can be flexible).

This internship lasts from 4 to 6 months and will be part-time (at least 12 hours per week, including Tuesday afternoon and some evenings).

The intern will not receive any financial compensation.

If you wish to apply, please send the following documents (in word or pdf) to culture.washington-amba@diplomatie.gouv.fr
1. Brief cover letter, including your availabilities during the week for the next semester (in French)
2. Resume/Curriculum Vitae (in English or French)

Deadline for application: November 13, 2019

We will not review applications that are incomplete or do not adhere to the requirements above.