



CULTURAL SERVICES
FRENCH EMBASSY
IN THE UNITED STATES

**Internship position available in the French Schools Department
of the Embassy of France in Washington, D.C.
Starting October, 2019 – Duration 4 to 6 months**

We are looking for applications for an **internship position at the French Schools Department 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 tasks:

- Communication of the French Schools Department and for the Flam program Federation (French as maternal language): work in English or in French or translating from French into English
- Communication about the new French Baccalaureate
- Manage requests for conferences (registration, booking, accommodation, schedule...)
- Organize various meetings (invitations, reminders) and prepare the minutes
- Draft or proofread and edit English language documents
- Update databases
- Help with some general administrative tasks

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 into English
- Excellent communication and interpersonal skills
- Interest for French culture and education

Start date: October, 2019 (can be flexible).

This internship will last from 4 to 6 months and may be full-time or part-time (at least 12 hours per week, including some evenings), depending on the obligations of the student.

There is no any financial compensation for this intern position.

To apply, please send the following documents (in word or pdf) to bruno.eldin@diplomatie.gouv.fr

- Brief cover letter (in French)
- Resume/Curriculum Vitae (in English or French)

Deadline for application: September 15th, 2019

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