

U.S. Embassy Sofia
Foreign National Student Intern Program
PAS1 - 2022

Note: **This program is entirely on a volunteer basis; there is no compensation attached to this internship and no benefits, nor any future employment rights. Service is not creditable for leave accrual.**

Open to: **Foreign National Students, non-U.S. citizens**
Position: **Student Intern in the Public Affairs Section**
Opening Date: **December 5, 2022**
Closing date: **December 19, 2022**
Work Hours: **Flexible work schedule (minimum 20 hours/week)**
Agency/Section: **Public Affairs Section at the U.S. Embassy, Sofia, Bulgaria**
Duration of Internship: **February 2023 to June 2023 (minimum 4 months)**

The Public Affairs Section at the U.S. Embassy in Sofia is looking to recruit a student intern to support office day-to-day activities. We are looking for a university student with enthusiasm, initiative, excellent communication and English-language skills, an interest in marketing and public relations, and an understanding of both the media and social media. See below for specific qualifications. Upon successful completion of the internship, a certificate and a reference letter will be provided.

The Public Affairs Section manages press, cultural, and educational activities for the U.S. Embassy in Bulgaria. The section comprises a Press and Digital Media team and a Cultural Affairs team. The Cultural Affairs team manages a wide range of professional and academic exchange programs, as well as programs that promote American arts and culture in Bulgaria; the overarching goal of these activities is to build mutual understanding and strengthen people-to-people ties between the United States and Bulgaria. The Press and Digital Media team handles all Embassy outreach through online and traditional media, including Bulgarian, U.S., and international journalists. The team actively promotes Embassy programs and activities; coordinates press briefings and interviews; distributes written materials that explain U.S. policies; and informs Embassy and State Department leadership about Bulgarian media coverage of issues related to U.S. foreign policy.

Interns will help promote the Embassy's cultural, educational, and professional programs and events to Bulgarian audiences using traditional and social media; assist Public Affairs staff in designing and implementing our cultural, educational and professional programs; write short reports on the Embassy's activities for use on social media and for sharing with the State Department in Washington, D.C.; assist with in-person public outreach programs; and help plan and attend the Embassy's public events.

Qualification requirements:

- Currently enrolled as a university student with a clear intent to continue studying through the time of the internship;
- Preferably studying journalism, marketing, public relations or a similar field;
- Excellent English-language speaking, writing and reading ability (may be tested);
- A basic understanding of the Bulgarian media environment;
- Experience using social media platforms such as Facebook, Twitter, Instagram, and others;
- Ability to work effectively in a team, including on complicated, lengthy projects;
- Demonstrates creativity, initiative, adaptability, and strong communication skills;

Eligibility criteria: Must be at least 18 years of age at the time of appointment. Only students who are non-U.S. citizens in Bulgaria or Bulgarian students studying abroad are eligible for the intern program, including any foreign nationals who are legal resident students in Bulgaria. Applicant must be a student currently enrolled in an accredited college or university (with clear intent to continue studying through the time of the internship or return to education after the internship ends) and in good academic standing. Applicant should be able to provide a certified document from the educational institution that the student is enrolled and must be able to work minimum 20 hours per week.

Applicants should be able to provide two letters of recommendation and a certified document from the educational institution that the student is enrolled. If selected, the student must pass a background check and receive security and medical certifications before commencement of the internship.

How to Apply: All applicants are instructed to address each selection criterion detailed above with specific and comprehensive supporting information. Interested candidates for this position must submit a current resume or curriculum vitae (CV) in English and two letters of recommendation. Only applications received in the U.S. Embassy Sofia, Human Resources Office before the closing date of this announcement will be considered, and only short-listed candidates will be contacted for an interview.

Applications will be collected by the end of the day December 19, 2022 at:

Mail address: U.S. Embassy Sofia, Human Resources Office
16 Koziak Str., Lozenets, Sofia 1408 // fax: (+359) 2-937-5231
E-mail: Sofia_Applications@state.gov