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| **Flag Logo small.jpgAmerican Embassy Budapest** |
| is seeking a highly motivated student for a  |
| ***Local Internship******(unpaid internship)*** |
| **in the Office of Defense Cooperation (ODC) in the Spring 2019** |

***- Duration:***

6 weeks (with possible extension), variable hours

***- Major duties and/or projects, the scope of work and related duties:***

- Assist in planning and organizing Cultural Understanding and Leadership Program visit and English

 language program

- Coordinate monthly joint HU-US Security Cooperation Working Group meetings

- Coordinate logistic and support details for military-to-military events and Distinguished Visitors visits

- Assist with joint HU-US exercise support, including Heavy Airlift Wing’s 10thanniversary coordination

- Assist with logistics agreement process, including translation and ensuring package completeness

- Assist with developing and implementing civil outreach, public diplomacy, and public affairs plans and

 products in support of bilateral military events and exercises

- Monitoring military social media sites (official, blog, etc) for developments that impact ODC planning

 processes

- Assist US Liaison Officers with translation of correspondence

- Assist with military student support, including processing visa paperwork, researching travel options,

 managing student books/files

***- How will this internship benefit the section and the intern:***

The internship program is a great opportunity for the interns to work in a professional environment with Hungarian and American civilians and military members.  The intern will have an opportunity to master communication skills, improve customer service skills, learn long- and short-term planning and gain insight into US and Hungarian militaries.  The intern can gain practical knowledge of foreign military assistance, foreign military sales, military education and training, and foreign/defense policy development/ implementation.  The Office of Defense Cooperation will benefit from the intern’s fresh academic knowledge, creativity, and computer skills.

**Certification**: The Office of Defense Cooperation has the adequate workspace and equipment for the interns to perform the duties during the internship.

***TO APPLY:***

Please submit the following to the Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest or to budapestrecruitment@state.gov:

* Application form (can be obtained from the Educational Institution),
* CV and
* Certification of active student status.

***Closing date: December 14, 2018.***