



American Embassy Budapest

is seeking a professional for the

Local Intern

**in the Political/Economic Section
in the Fall semester**

- Number of hours/day:

6-8 hours per day for (maximum) 4 months

- Major duties/ project,:

1. Political:

- Analyze Hungary's new "cardinal laws"
- Assist with Roma outreach efforts

2. Economic:

- Analyze the impact of the Szell Kalman plan on individual households
- Determine "winners" and "losers" in the economic restructuring effort

- Skills/qualifications:

- Ability to develop relationship with colleagues at the Embassy and members of the U.S./Hungarian business community
- Research and writing skills
- Computer skills: word, excel, power point, use of databases
- Language Proficiency: English level III/III; Hungarian level III/III
- Ability to use office equipment (copier, fax machine, scanner)

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

The internship program is a great opportunity for the interns to work in a professional environment and with skilled Hungarian and American colleagues. The intern can develop his/her language and communication skills, learn new marketing and analytical techniques and develop their professional business skill, and exercise planning and organizing work. The Pol/Econ Section will benefit from the interns' fresh academic knowledge in the field of economics and political science, their creativity, as well as computer skills.

Certification: The Pol/Econ Section has the adequate workspace and equipment for the interns to perform the duties during the internship, located on the first floor.

TO APPLY: Please submit application form (can be obtained from the Educational Institution), CV and Statement of Interest to Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest.
Closing date: May 23, 2011.



American Embassy Budapest

is seeking a professional for the

Local Intern

in the Commercial Section in the Fall semester.

- Number of hours/day:

6-8 hours per day for (maximum) 4 months

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

1. Assistance with trade events:

- Participation in recruiting suitable Hungarian contacts for U.S. companies
- Assistance with preparing promotional materials, market research and briefing materials
- Assistance with commercial news summaries, briefings on meetings
- Assistance with compiling guest lists

2. Assistance with Market Research:

- Collecting statistical data including information on trade and production trends etc.
- Drafting IMIs, market research materials

3. Assistance with CS Services:

- Assistance with collecting market information, identifying business contacts and agents/distributors for U.S. companies
- Assistance with outreach programs (company visits, email correspondence, phone calls to companies)

4. Assistance with business counseling:

- Assistance with maintenance contact information and company information in CTS
- Assistance with responding to company inquiries
- Assistance with IBPs
- Participation at American Chamber events, professional conferences and forums

- Skills/qualifications:

- Ability to develop relationship with colleagues at the Embassy and members of the U.S./Hungarian business community
- Research and writing skills
- Computer skills: word, excel, power point, use of databases
- Language Proficiency: English level III/III; Hungarian level III/III
- Ability to use office equipment (copier, fax machine, scanner)

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

The internship program is a great opportunity for the interns to work in a professional environment and with skilled Hungarian and American colleagues. The intern can develop his/her language and communication skills, learn new marketing and analytical techniques and develop their professional business skill, and exercise planning and organizing work. CS Office can benefit from the interns' fresh academic knowledge in the field of economics and foreign trade, their creativity, as well as computer skills.

Certification: CS Budapest has the adequate workspace and equipment for the interns to perform the duties during the internship.

TO APPLY: Please submit application form (can be obtained from the Educational Institution), CV and Statement of Interest to Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest, **Closing date: May 23, 2011.**



American Embassy Budapest

is seeking a professional for the

Local Intern

in the Public Affairs Office in the Fall semester.

- Number of hours/day:

Days per week to worked by intern and the duration of the internship, 10 hrs/week,
for about 16 weeks

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

Under guidance from PA staff, work on Embassy's social media platforms (Facebook, Youtube, twitter, etc.), assist in youth outreach efforts, conduct research projects on Hungarian media and cultural/educational institutions, escort visitors, accompany PA staff and visitors on outside programs, occasional clerical duties as necessary.

- Skills/related studies required to perform the internship, including any special requirements/qualifications:

Bilingual in English/Hungarian, communications or journalism major preferred, office computer and Internet skills.

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

Section would benefit from having a young Hungarian voice and opinion; student would benefit from gaining experience in public affairs work and an office environment.

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Closing date: May 23, 2011.