



## EMBASSY OF THE BOLIVARIAN REPUBLIC OF VENEZUELA

UNITED STATES OF AMERICA

### Description of the Internship

- Internships at the Embassy of Venezuela are designed to provide the intern an educational environment to learn the main tasks of a foreign mission by supporting the different activities performed by the sections of the Embassy.
- **Internships will NOT be paid.**
- The minimum period for internships is two months (eight weeks), 20-40 hours a week.
- It is understood that the internship experience is for the benefit of the intern. The intern does not displace regular employees but works under close and permanent supervision of existing staff.
- The intern is not necessarily entitled to a job at the conclusion of the internship.
- Among other tasks, the work of interns includes: writing reports on specific topics; performing clerical work in the office; developing and managing databases; making calls and creating contacts for the embassy; assisting in meetings and conferences and preparing briefs on their content; translating documents; writing summaries of news reports; supporting the organization in various activities (expositions, shows, conferences, electoral processes); establishing contact with NGOs and think tanks; and supporting diplomatic officials in various official activities. Archive and monitoring.
- The intern must bear the cost of food, housing and transportation in Washington during his/her internship.
- Candidates applying for an internship at the Embassy must have health and accident insurance.
- The maximum number of interns accepted for each period is four (one for each section).



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- Once the internship is complete, the Embassy will issue a document certifying the period in which the intern conducted his or her internship, and an evaluation of the performance of the intern.

### Sections in which Internships may be performed

#### **POLITICAL OFFICE**

The Political Section of the Embassy of Venezuela in Washington, D.C., is in charge of implementing the objectives of the Venezuelan government's foreign policy in relation to the United States authorities. The major political issues of mutual interest are the fight to restore democracy, fight against corruption, free political prisoners, among many others.

It also assesses the political process and the evolution of the United States to provide accurate information to the Venezuelan authorities for timely and orderly process of decision making. This leads to the implementation of policies in accordance with national interests in Venezuela. The Political Section maintains close links with the authorities of the U.S. administration, Congress, think tanks and academics, as well as the different actors, individuals or institutions that are part of U.S. civil society. All of them allow the embassy to keep an updated and comprehensive knowledge of the political, economic and social developments of the United States.

It is also responsible for judicial cooperation between the U.S. and Venezuela in regard to judicial assistance, passive and active extraditions, and transfer of prisoners.

#### **CHIEF OF STAFF OFFICE**

The Chief of Staff Office of the Embassy of Venezuela in Washington, D.C., is responsible for monitoring the administrative, logistics and institutional processes of the Venezuelan Embassy. This Section also oversees strategic advisor and counsel to leaders of our Diplomatic Mission, assuming day-to-day responsibility for projects and tasks and creating and maintaining cross-departmental relationships to enable leadership success.



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Also, bring together multiple stakeholders and help drive decisions and creates systems and processes to streamline operations. It also establishes the necessary contacts with U.S. government officials, business and professional organizations so that Venezuelan Government officials in the United States.

### **CONSULAR OFFICE**

The consular section has the important responsibility of serving all the Venezuelan citizens in the country. Through our consular registry and digital platforms, we provide the support to solve different situations that may be of concern to Venezuelan citizens regarding their documentation and consular procedures. Our mission is to provide the Venezuelan diaspora with support and advice while they remain within the United States

### **COMMUNICATIONS OFFICE**

The Communications Office is responsible for providing information on issues of political importance and policy matters associated with Venezuela. Through our digital platforms, we send statements and press releases serving as a primary information link between Venezuela and local media, opinion leaders, Venezuelan diaspora and the general public. It also corresponds with journalists in the USA who request interviews and statements from Venezuelan officials and monitor media coverage on Venezuela.

### **ECONOMIC OFFICE**

The Economic Office is responsible for monitoring and managing the full range of economic relations between the U.S. and Venezuela. The section interacts with the Venezuelan government on bilateral and international economic policy issues; reports on developments in the Venezuelan economy; facilitates U.S. exports to, and investment in, Venezuela; and provides advocacy on behalf of U.S. business operating in Venezuela.





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### Requirements

- A minimum of 20 hours per week and a maximum of 40 per week, during a stay of at least two months.
- Excellent handling of Spanish and English
- Be at least a junior or senior at a college or university, or a graduate student.
- Intern's major must be related to the fields of diplomacy (international relations, political science, law, history, international business), public diplomacy (cultural promotion, NGOs and think tanks), commercial promotion, translation and interpretation, communications or similar field.
- An excellent ability to work in groups and independently.
- Have an excellent understanding of information programs such as Microsoft Office (Word, Office, Power Point, Publisher, Outlook) and the internet.

### Terms for Internships

- Summer (June, July and August)
- Fall (September, October and November)
- Winter (December, January, and February)
- Spring (March, April, and May)

### Deadline for Applications

- Summer: April 15th
- Fall: July 15th
- Winter: October 15th
- Spring: January 15<sup>th</sup>



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### **Selection Process**

After the closing date, the Office of Human Resources will prepare a pre-selected list (“short list”). The candidates in the shortlist will be contacted directly for a phone interview. The final decision will be communicated only to the accepted candidates. The list of the interns and the assigned sections will be published at the Embassy of Venezuela website in advance of at least 30 days before the date of commencement of their internship.

### **Obligations and Responsibilities of Interns**

- Comply with the mutually established schedule
- Demonstrate appropriate behavior
- To strictly keep confidential all information, including documentation that is accessible and conversations that you may hear. For this purpose, the intern must sign a “Confidentiality Statement”.
- Comply with the instructions given by superiors.