Funded traineeship for young graduates at the EU Delegation to United States of America

Traineeships in Delegations
The deadline for submitting applications is 10 January 2020

Are you a young graduate interested in international relations? Are you curious to learn more about work of a diplomatic mission and how the EU Delegation represents EU interests and values in United States of America?

What we offer?

A traineeship of up to 6 months within the following sections of the EU Delegation to the United States of America, starting in March 2020.

- Economics and Financial Affairs
- Global Issues and Innovation
- Political Security and Development
- Press and Public Diplomacy
- Trade and Agriculture

Traineeship in the Economics and Financial Affairs (ECFIN) Section:

The Economic and Financial Affairs section monitors and assesses U.S. macroeconomic performance and financial regulatory developments. It acts as a liaison between the European Commission and U.S. authorities dealing with economic, financial and monetary issues. It also works with the International Monetary Fund, World Bank, and multilateral development banks in areas of interest to the EU. Finally, it conducts various outreach activities in the U.S. via think tanks, public events, and the Euro Challenge Competition.

Main Tasks:

- Researching monetary, fiscal, and financial regulatory policies of the U.S.
- Assisting in the preparation of reports on specific economic issues.
- Attending hearings and public events on economic policies and financial regulatory issues.
- Helping to organize and support visits from our hierarchy in Brussels.
- Providing support and background materials for the Euro Challenge and other outreach activities.

Qualifications or special requirements:
• Knowledge of economics and financial markets.
• Understanding of U.S. federal government institutions and international organizations.
• Fluency in English and good writing skills.
• Some ability to analyse economic data, including the use of MS Excel and Power Point.

**Traineeship in the Global Issues and Innovation (GIN) Section:**

The Global Issues and Innovation section monitors and analyses U.S. political, economic, and regulatory developments in the areas of transportation, energy and environment, research and innovation, space, food safety (which includes plant and animal health and animal welfare), public health, and consumer protection.

**Main Tasks:**

• Researching U.S. regulatory developments in the areas of transportation, energy and environment, research and innovation, space, food safety, public health, and consumer protection.
• Attending U.S. Congressional hearings and other public events related to section policy areas and writing summaries for the section.
• Participating in GIN section outreach activities.
• Preparing minutes of section meetings.

**Qualifications or special requirements:**

• Knowledge in one or more policy areas covered by the Global Issues and Innovation section including transportation, energy, environment, food safety, consumer affairs, research and innovation, and public health.
• Fluency in English (written and spoken).

**Traineeship in the Political, Security and Development (PSD) Section:**

The Political, Security and Development section follows all aspects of the transatlantic agenda and closely monitors the work of Congress and the U.S. Administration on foreign, security, and development policy, counterterrorism and home affairs, and human rights. The section maintains regular contact with a broad range of Washington-based NGOs, think tanks, and civil society organizations and serves as liaison between the EU and the international financial institutions based in Washington, D.C., for issues related to the development agenda.

**Main Tasks:**

• Attending U.S. Congressional hearings and writing summaries of the hearings for the section.
• Researching and writing reports on foreign policy, security, and development cooperation issues for the section.
• Assisting with the organization of PSD outreach events related to political, security and development issues.

**Qualifications or special requirements:**

• Knowledge of EU, transatlantic, or international affairs.
• Knowledge of foreign policy, security, or development issues.
• Knowledge of U.S. politics and the U.S. government would be an asset.
• Fluency in English.
Traineeship in the Press and Public Diplomacy (PPD) Section:

The Press and Public Diplomacy section works to enhance awareness of the EU in the U.S. From engaging on social media to responding to public inquiries, the section serves as the Delegation’s first line of contact with the public and press. Maintaining close contact with U.S. media, the section provides up-to-date information and analyses of EU developments. It produces a wide range of content, from its publication on Medium to its podcast series – EU Now. The section manages education initiatives and programs in support of the EU’s policy agenda and organizes a variety of policy-related events and conferences, cultural festivals, study tours, and press briefings.

Main Tasks:

- Assisting with the organization of cultural and policy events.
- Supporting the section with digital communications (website, social media, video and photography).
- Supporting the grants team with funding programs.
- Providing research assistance for the section.
- Answering public inquiries.
- Preparing minutes of section meetings.

Qualifications or special requirements:

- Knowledge in the EU, transatlantic, or international affairs.
- Knowledge of digital communications and social media would be an asset.
- Some experience with event organization would be an asset.
- Background in grants, funding programmes would be an asset.
- Fluency in English.

Traineeship in the Trade and Agriculture (TRADE & AGRICULTURE) Section:

The Trade and Agriculture section monitors trade and regulatory developments in the U.S., including agriculture, the digital economy, competition/anti-trust, and related economic areas. It works closely with the U.S. Administration, Congress, industry, and NGOs.

Main Tasks:

- Reporting on developments in EU-U.S. trade relations.
- Monitoring U.S. policy and legislative developments related to trade and other policy areas covered by the Section.
- Engaging in directed policy area research in close consultation with staff members.
- Attending events organized by think tanks and trade associations and writing reports for the section.
- Monitoring U.S. Congressional hearings.
- Preparing minutes of section meetings.

Qualifications or special requirements:

- Knowledge in the EU, transatlantic affairs, or international relations.
- Knowledge of trade policy and related issue areas.
- Some knowledge in EU agricultural policy would be an asset.
- Some knowledge of digital policy would be an asset.
- Fluency in English.
How to apply?

Please send the following documents to the e-mail address:
Delegation-USA-Internships@eeas.europa.eu

- A detailed Europass curriculum vitae (CV)
- a cover letter describing why you want to participate in a EU traineeship
- and an application form

Please mention in the subject of your e-mail: Funded Traineeship - Name of the selected section
(candidates are allowed to apply to 1 traineeship only, however based on your profile, the
Delegation could offer you a traineeship in another section).

Important information

Before applying you are requested to examine the dedicated website as well as the general eligibility criteria for a paid traineeship (Article 8 of the Decision ADMIN(2017)28 - Paid traineeship)

Each selected trainee will receive a monthly grant to cover living expenses. All costs related to travel inside the country of residence, visa, insurance, accommodation must be borne by the trainee.

Applications from non-eligible candidates will not be considered. After the evaluation of all applications, shortlisted candidates will be contacted and invited for an interview. Unsuccessful candidates will be notified by email. In case the selected candidate is not able to present the required documents, his/her candidacy will be rejected.

www.eeas.europa.eu

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