



The Consulate General of Israel to New England is excited to announce that we are now receiving applications for interns for 2014-2015.

The Consulate General of Israel to New England has a long standing history of employing interns from various colleges and institutions in the New England area and is eager to provide the opportunity of an internship with the State of Israel to a new group of interns. Interns at the Consulate provide support to a variety of departments.

**The intern positions available are:**

- Press & New Media Intern
- Political Affairs Intern
- Public Diplomacy Intern
- Academic Affairs Intern
- Economic Affairs Intern
- Cultural Affairs Intern

The internship is unpaid, and will require *a commitment of 3 or 6 months*. Interns are expected to work *a minimum of 10 hours a week*. It is preferable that the intern come to the Consulate at least 3 days a week. The Consulate will reimburse for the cost of public transportation to and from the Consulate.

**Requirements:**

*All positions require:*

- Excellent communication and professional letter writing skills
- Excellent general writing skills
- Excellent organization and time management skills; ability to multi-task and follow up on timely issues
- Experience in event planning and promotion
- Ability to take ownership of and see projects through from beginning to end
- Previous work experience in an office or as a club administrator with a proven record of success



### **New Media and Public Relations Intern:**

This position reports to the Director of New Media as well as our Head of Press.

The New Media and Public Relations Intern will work closely with the Consulate's new media venture. He/She will provide support for sending out e-newsletters, website upkeep, print and online information distribution, and event promotion. A key function of this internship will include creative and consistent use of Consulate virtual presence on Facebook, Twitter, blogs, and other social networking and user generated information platforms.

Additional requirements:

- Candidate should have a proven record of utilizing new media (Twitter, e-newsletters, Facebook, Youtube, websites etc.) for the purpose of public relations.
- Candidate should be computer savvy and able to quickly learn how to use the Consulate's website and e-newsletter programs.
- Candidates should be creative and innovative in their approach to new media.
- A successful candidate will be quick thinking and able to answer questions or information requests in a Diplomatic manner consistent with the Consulate's mission and goals.
- Computer programming skills helpful, but not necessary.

### **Political and Diplomacy Intern:**

This position reports to the Director Political Affairs as well as the office of the resident diplomats.

He/She will conduct research, be responsible for the upkeep of legislative files, and assist with the upkeep of the main Consulate database. He/She will assist in the letter composition and communications with major political and diplomatic figures. He/She will also assist in the scheduling /logistics for special official visits, and consulate events.

Additional requirements:

- Candidates should have excellent understanding of the American political and legislative system
- Candidate should know how to read and understand new legislation and have excellent research skills
- Candidate should have exemplary organization and communication skills.
- Candidate should be excellent at professional letter writing and schedule planning.

### **Academic Affairs, Public Diplomacy & Economic Affairs Interns:**

These positions will report to their respective advisors: the Director of Academic Affairs, the Director of Public Diplomacy and the Director of Economic Affairs. Interns will work closely with the Directors of Academic, Public Diplomacy and Economic Affairs. He/She will help monitor and report on lectures and events about Israel at New England universities. He/She will assist in the research and logistics involved in bringing speakers, experts, and artists to different universities, campuses and to the community. He/She will assist in mapping the academic and cultural institutions and important people, and help provide support to Israel-related clubs and



academic institutions on the campuses. Interns will also assist in bringing speakers and events to New England and planning events that will occur throughout the year. All three internships involve planning major events and publicity.

Additional requirements:

- Candidates should have some knowledge of Israel, its politics and history
- Candidate should have a proven track record in event planning and strong recruitment skills
- Candidate should be able to think creatively and be able to build connections to new academic departments or communities
- Candidate should have some knowledge of New England's academic, financial or cultural world

**Advocacy and Culture Intern:**

This position reports to the Director of Advocacy and the Cultural Attaché. He/ She will assist in planning community, academic and cultural events. Cultural events will involve Israeli art, exhibitions or performances and artists. Additionally, he/she will work with the Advocacy department to provide resources and programming that promote the States of Israel for both the community and academic groups and institutions.

- Candidates should have some knowledge of Israel, its history and culture
- Candidates should have a proven track record in event planning
- Candidates should have an interest in community and academic relations
- Candidates should have an interest in art and cultural affairs



**Application Requirements/Check List:\***

1. Application Form
2. Cover letter, resume
3. Please hand in two different types of writing samples (ie. Academic assignment Op-Ed, etc.)  
Writing samples should be brief (no more than three pages)
4. 2 letters of recommendation
5. Completed CORI report-should be mailed to YOUR ADDRESS and sent in with completed application.

Completed applications are to be mailed to:

**Director of Academic Affairs**  
**Consulate General of Israel to New England**  
**20 Park Plaza, Suite 1020**  
**Boston, MA 02116**

Please send any additional questions or concerns to our Director of Academic Affairs at:

[academics@boston.mfa.gov.il](mailto:academics@boston.mfa.gov.il)

For more information on how to your CORI:

<http://www.massresources.org/pages.cfm?contentID=122&pageID=35&Subpages=yes>

\*The Consulate will receive rolling applications. The application must be entered in its entirety for it to be processed.

*Please Note:*

*The Consulate General of Israel to New England is an equal opportunity employer. We encourage people of all backgrounds, faiths, race, and sexual orientation to apply. Like the State of Israel, our staff and interns come from a variety of backgrounds.*



**Application - Consulate Internship Program**

Name:  Date:

Social Security Number:  Citizenship:

Email Address:  Phone Number:

College/University:  Expected Date of Graduation:

GPA:  Major/Minor/Concentration:

Applying for:

- New Media & Public Relations Intern
- Political Affairs Intern
- Public Diplomacy (Community Relations) Intern
- Academic Affairs Intern
- Economic Affairs Intern
- Advocacy & Culture Intern

Starting Date of Proposed Internship:

Will you be receiving college credit for this internship? (Y/N)

Name, position and contact information of at least two individuals that can provide recommendations on your behalf:

Candidate Signature: \_\_\_\_\_