



Ard-Chonsalacht na hÉireann Consulate General of Ireland

Internship at the Consulate of Ireland, Chicago

Job Description (Roles and Responsibilities)

The Consulate of Ireland in Chicago is responsible for representing and promoting Ireland in the Midwest region of the USA. Reporting to the Embassy of Ireland in Washington DC, the Consulate focuses on a wide range of issues including economic, political and cultural work, consular affairs, and engagement with the large Irish and Irish American community in the Chicago area and the wider Midwest region.

The Consulate is seeking a highly organised, self-motivated intern, willing to work on a range of issues and projects at once. The intern will gain direct experience of consular service provision, international diplomacy, cultural programming, communications, protocol (high-level government visits) and information management. The intern will report to the Vice Consul and work as a member of the small Consulate team. At the start of the internship a range of projects and deliverables will be identified as goals to work towards over the placement. The successful applicant will attend and be involved in external events promoting Ireland, requiring a professional outward appearance and behaviour.

For more information on the work of the Consulate of Ireland, Chicago, please visit our website: www.dfa.ie/chicago.

Internship details

Start date:	18 September 2017 (or as soon after as possible).
Contract duration:	Three months (negotiable).
Working hours:	16-24 hours per week (with some additional evening events).
Compensation:	Unpaid

How to apply

Interested candidates should submit the following documents to the Consulate before **5pm CST on Wednesday 6th September 2017**:

- Cover letter (1 page maximum) addressing how the candidate meets the qualifications, requirements and competencies outlined below
- Résumé (2 pages maximum)
- Two nominated referees
- Copies of any relevant academic and professional qualifications

Applications may be emailed to: chicagocongen@dfa.ie with subject line 'Internship' or posted to: Consulate General of Ireland, 1 East Wacker Drive, Chicago, IL 60601¹.

Please note that cover letters over 1 page and resumes over 2 pages will not be considered.

Shortlisted applicants must be available for interview at the Consulate at 1 East Wacker Drive, Chicago, during the **week of 11th September 2017**.

Please note that, under US State requirements, the Consulate may only employ, as non-diplomatic staff, persons who are US citizens, US Green Card holders, A or J1 Visa holders with valid Work Authorization Documents. **If you hold a Visa other than an A or J1 Visa, you are not eligible to work at the Consulate.** All candidates will be subject to background checks and security clearance.

Duties

- Assisting the Consul General and Vice Consul across a range of day-to-day issues, from planning and executing high-level visits and events to strategising on Consulate communications and community engagement.
- Assisting in the processing of passport and visa applications and in the provision of other consular services to Irish citizens.
- Project-based Information Management – working to improve data management efficiency within the Consulate operations.
- Researching, identifying and establishing opportunities for Consulate activity across the Midwest region.
- Communications – working on the Consulate’s direct and media communications delivery – traditional and online/social media.

Requirements & Qualifications

- Applicants must be in the second year of their undergraduate degree or later. Applicants from postgraduate students or students who have recently graduated (within 12 months) are also welcome.
- High level of proficiency in Microsoft Office, specifically Word, Excel, Powerpoint.
- High level of proficiency with Social Media and email/online communications and design, specifically Twitter, Facebook and other applications.
- Excellent written and oral English communication skills.
- Commitment, reliability, punctuality and attention to detail.
- Personable and willing to work independently as well as within a close-knit team.
- No person who has had an internship or employment with the Department of Foreign Affairs and Trade of 6 months or more, or who has already had a second internship, will be eligible for this post.

ⁱ By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. *Further information on [data protection and security of correspondence](#).*