



## American Embassy Budapest

is seeking a highly motivated student for a

### ***Local Internship*** ***(unpaid internship)***

**at the American Embassy Employee Association (AEEA)  
during the fall semester.**

**- Duration:**

12 weeks (with possible extension), variable hours

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

- Assist in the preparation of monthly, quarterly, and annual accounting and financial tasks for the embassy association.
- Assist with operating procedures and draft policy documents for AEEA Board approval.
- Devise and implement new merchandising strategies to promote the sale of goods and services to the U.S. Embassy community. Participate in the organization of various embassy events.
- Assist with preparation of tax documents.
- Perform inventory spot checks and enter requisite inventory data into the accounting system.
- Assist with marketing of AEEA products and services.
- Assist with duties at the AEEA Diplomats' Store

**How will this internship benefit the section and the intern:**

The internship program is a great opportunity for the interns to work in a professional environment together with Hungarian and American colleagues. The intern will have an opportunity to master his/her communication skills, to gain experience in an international office environment, and take in commercial duties. The American Embassy Employee Association will benefit from the interns' fresh academic knowledge, their creativity, as well as computer skills.

**Certification:** The American Embassy Employee Association 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 and certification of active student status to Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest or to [budapestrecruitment@state.gov](mailto:budapestrecruitment@state.gov). **Closing date: May 2, 2016.****

