U.S. DEPARTMENT OF STATE

BUREAU OF EUROPEAN AND EURASIAN AFFAIRS (EUR)

- Conducts U.S. foreign relations with countries in Europe.
- Directs, coordinates, and supervises U.S. government activities within these regions, including consular and administrative management issues, and U.S. assistance.
- In addition to working on country-specific issues, the bureau offers the opportunity to do multilateral work related to the European Union, NATO, the OSCE, the OECD, the G-8, and the Council of Europe. Applicants interested in these multilateral positions should specifically note such interest in their Statement of Interest.

Unpaid internships are available in Washington, D.C., and abroad at certain U.S. embassies and consulates throughout the year. When available, housing is provided to interns assigned abroad. For students applying for an internship abroad, you will have an opportunity to specify the country in which you are willing to pursue your internship. You may elaborate on your choices in your Statement of Interest. Duties of both domestic and overseas interns are similar in nature to that of an entry-level professional.

- Office of the Coordinator of U.S. Assistance to Europe and Eurasia, Bureau of European and Eurasian Affairs (EUR/ACE)
- Office of Austrian, German, and Swiss Affairs, Bureau of European and Eurasian Affairs (EUR/AGS)
- Office of Caucasus Affairs and Regional Conflicts (EUR/CARC)
- Office of European Union Regional Affairs (EUR/ERA)
- Office of Nordic and Baltic Affairs, Bureau of European and Eurasian Affairs (EUR/NB)
- North Central European Affairs (EUR/NCE)
- Office of the Special Envoy for Holocaust Issues (EUR/OHI)
- Office of Policy and Global Issues, Bureau of European and Eurasian Affairs (EUR/PGI)
- Office of Press and Public Diplomacy, Bureau of European and Eurasian Affairs (EUR/PPD)
- Office of Press and Public Outreach, Bureau of European and Eurasian Affairs (EUR/PPD/PA)
- Office of Policy and Regional Affairs, Bureau of European and Eurasian Affairs (EUR/PRA)
- Office of Security and Political Affairs, Bureau of European and Eurasian Affairs (EUR/RPM)

- Office of Russian Affairs (EUR/RUS)
- Office of South Central Europe, Bureau of European and Eurasian Affairs (EUR/SCE)
- Office of Southern European Affairs, Bureau of European and Eurasian Affairs (EUR/SE)
- Office of UK, Benelux, and Ireland Affairs, Bureau of European and Eurasian Affairs (EUR/UBI)
- Office of Ukraine, Moldova and Belarus Affairs, Bureau of European and Eurasian Affairs (EUR/UMB)
- Office of Western European Affairs, Bureau of European and Eurasian Affairs (EUR/WE)

Position Description: Intern, Office of the Coordinator of U.S. Assistance to Europe and Eurasia, Bureau of European and Eurasian Affairs (EUR/ACE)

What does EUR/ACE do?

The Office the Coordinator of Assistance to Europe and Eurasia in the Bureau of European and Eurasian Affairs oversees U.S. Government assistance to twenty-one states of Eastern Europe and the former Soviet Union. EUR/ACE supports these states in their transition to free-market democracy through programs which promote democracy and good governance, economic growth, and social development, work to meet humanitarian needs, and strengthen security and law enforcement. EUR/ACE coordinates between U.S. foreign policy makers and agencies implementing assistance, carries out strategic and budgetary planning exercises to ensure the linkage of assistance to U.S. foreign policy goals, and acts a liaison to the Office of Management and Budget and the U.S. Congress.

What would I do in EUR/ACE?

Day-to-day tasks for EUR/ACE interns may include:

- Conducting research and monitoring news on issues of foreign affairs from open media and USG-internal sources.
- Providing synopses and highlighting lessons learned from reports produced by NGOs and international organizations such as Freedom House, the European Bank for Reconstruction and Development, and the UN Development Program.
- Supporting interagency coordination of assistance and the development of USG strategies related to issues such as elections, the rule of law, and public health.
- Participating in the development of the EUR/ACE annual report for Congress.
- Assisting in the collection, analysis, and management of assistance-related financial data.
- Scheduling and participating in consultations with USG officials and annual program budget reviews.
- Assisting with public diplomacy grant oversight.
- Supporting the coordination and tracking of regional projects such as the Southeast Europe Cooperation Initiative (SECI) Center.
- Responding to Congressional inquiries and reporting requirements.

What would I get out of an internship in EUR/ACE?

"As an intern at ACE, I learned a lot about U.S. policy and even more about how assistance and the interagency process work, which is essential in understanding policy decisions. ACE is also a great place to meet and interact with professionals throughout the State Department as well as other USG agencies." –Daniela C., former EUR/ACE intern."

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Position Description: Intern, Office of Austrian, German, and Swiss Affairs, Bureau of European and Eurasian Affairs (EUR/AGS)

What does EUR/AGS do?

The Office of Austrian, German, and Swiss Affairs in the Bureau of European and Eurasian Affairs plays an integral role in formulating, coordinating and transmitting U.S. policies related to Germany, Switzerland, Austria, and Liechtenstein. These policies encompass issues ranging from securing peace and freedom in the Middle East and developing common strategies for engaging Russia to expanding U.S. economic opportunities in the European Union and developing new forms of international environmental cooperation. It coordinates between U.S. Embassies and Consulates in the AGS countries and the State Department and other U.S. government agencies to ensure that information

reaches the right people at the right time. EUR/AGS also conducts extensive "outreach" with U.S., German, Austrian, and Swiss think tanks, educational institutions, and media, explaining U.S. positions and perceptions on current issues to the people and organizations that influence those countries' elite and popular opinion.

What would I do in EUR/AGS?

Day-to-day tasks for EUR/AGS interns include:

- Working with think tanks, universities, and NGOs to coordinate meetings and speaking opportunities for senior Department officials and EUR/AGS staff.
- Helping prepare briefing materials related to Austria, Germany, Switzerland, and Liechtenstein for senior Department officials.
- Updating information on the State Department's website for each of the AGS countries.
- Assisting as notetaker in meetings with German, Austrian and Swiss officials, writing reports of meetings to transmit to our embassies and consulates.
- Attending meetings, seminars, and conferences in Washington.

➢ In addition, interns can expect to be assigned special, more in-depth research projects on areas of current concern.

What would I get out of an internship in EUR/AGS?

A thorough understanding of the internal workings of the Department of State and how it develops policies and reacts to events. Extensive face-to-face interaction with visiting officials from Austria, Germany, and Switzerland, as well as scholars and experts on these nations. A chance to see how foreign policy works in practice, working on some of the United States' closest and most sophisticated diplomatic relationships. An opportunity to explore careers in government service.

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Position Description: Intern, Office of Caucasus Affairs and Regional Conflicts (EUR/CARC)
Bureau of European and Eurasian Affairs

What does EUR/CARC do?

EUR/CARC manages our bilateral relations with the countries of the Southern Caucasus: Armenia, Azerbaijan, and Georgia. It also has the lead on working to promote peaceful resolutions in conflict areas within the region, namely Nagorno-Karabakh, South Ossetia, and Abkhazia, as well as Transnistria. The office works closely with other offices within the Department of State, as well local foreign embassies, the Organization for Security and Cooperation in Europe (OSCE), and the United Nations. Examples of EUR/CARC's work include policy coordination with Armenia, Azerbaijan, and Georgia on regional integration, regional stability, Caspian energy, the promotion of democracy, and the global war on terrorism.

What would I do in EUR/CARC?

Day-to-day tasks for EUR/CARC interns include:

- Reporting on current developments in the Southern Caucasus; preparing written guidance for high-level Department officials; researching actions of foreign governments in the region.
- Analyzing developments on regional conflicts to promote U.S. efforts to negotiate peaceful, mediated settlements.

Special projects assigned to past EUR/CARC interns have included:

- Helping to plan and manage the visits of Georgian President Saakashvili and Azerbaijani President Aliyev.
- Creating an in-depth website with comprehensive information on State Department efforts, as well as background information, concerning the region.

What would I get out of an internship in EUR/CARC?

The opportunity to be involved in ongoing peace negotiations; a chance to assist in the promotion of democracy in an area which lies on the forefront of transformational diplomacy and which is of intense interest to the U.S. government.

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Position Description: Intern, Office of European Union Regional Affairs (EUR/ERA)

What does EUR/ERA do?

1. Develops recommendations and coordinates action on all policies related to the European Union, the Council of Europe, the Organization for Economic Cooperation and Development (OECD) and the UN Economic Commission for Europe.

2. Coordinates Department preparation for Group of Seven/Eight (G-7/8) summits, foreign minister meetings, and political director meetings.

3. Coordinates Bureau positions on economic and commercial issues involving multiple European countries.

4. Fosters people-to-people contacts with European civil society.

What would I do in EUR/ERA?

Day-to-day tasks for EUR/ERA interns include:

- Coordination of diplomatic exchange programs.
- Note-taking in high-level meetings between U.S. officials and representatives from the European Union.
- Attending and preparing meetings between U.S. officials and EU officials.
- Assisting colleagues coordinate bureau positions on political and economic issues involving multiple European Union member states or candidates (e.g., trade, international crime, terrorism, the environment, human rights, and nonproliferation).
- Occasionally covering portfolios of Foreign Service Officers, including liaison work between European Union and U.S. government on policy and action in third regions, i.e., Africa, Latin America, Asia, Russia, Balkans.
- Editing memoranda drafted by other regional bureaus on wide range of issues related to European Union.

What would I get out of an internship in EUR/ERA?

"An internship in EUR/ERA is an invaluable way to gain first-hand knowledge of the intricacies of U.S.-EU relations and the value of our transatlantic partnership. More broadly, the experience allows an in-depth look at how the State Department functions and the role it plays in drafting and implementing American foreign policy." – Emily G., former EUR/ERA intern

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Position Description: Intern, Office of Nordic and Baltic Affairs, Bureau of European and Eurasian Affairs (EUR/NB)

What does EUR/NB do?

The Office of Nordic and Baltic Affairs is responsible for managing U.S. relations with the eight countries of the Nordic and Baltic regions: Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, and Sweden. Four country desk officers in EUR/NB coordinate all aspects of U.S. policy toward those countries, from political, security, and economic to travel and cultural relations. The office works with many other offices in the European and Eurasian Bureau and throughout the State Department, as well as with almost every other federal agency. In addition to the four country desk officer positions, EUR/NB includes an Office Director, a Deputy Office Director, two Office Management Specialists, and often one or two interns.

What would I do in EUR/NB?

Day-to-day tasks for EUR/NB interns include:

- Conducting research on relevant issues in collaboration with country desk officers. Research projects might include updating country background notes for the State Department's public website or comparing various countries' global development aid programs.
- Writing and editing summaries of current news for internal briefing papers for senior EUR Bureau officials.
- Scheduling and preparing meetings for foreign visitors, including parliamentarians, journalists, ambassadors, and NGO representatives.
- Assisting with office management and support to the Office Director, Deputy Office Director and desk officers.

Special projects assigned to past EUR/NB interns have included:

- Serving in the place of a country desk officer during a temporary absence, coordinating all U.S. Government policy activities toward one or more countries.
- Coordinating edits to a major annual report on an issue such as human rights, religious freedom, or trafficking in persons for one or more countries.

What would I get out of an internship in EUR/NB?

Because all the countries covered by EUR/NB are relatively small but their interaction with the United States is unusually intense and wide-ranging, interns in this office get to see in microcosm the full spectrum of how the U.S. Government conducts international relations. Here you can see the machinery of foreign policy turning, and each day brings an unexpected challenge.

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Position Description: Intern, North Central European Affairs Bureau of European and Eurasian Affairs (EUR/NCE)

What does EUR/NCE do?

The Office of North Central European Affairs in the Bureau of European and Eurasian Affairs is the focal point for U.S. Government policy and overall management of bilateral relationships with Poland, Hungary, Slovakia, the Czech Republic, Romania, Bulgaria, and Slovenia. EUR/NCE works closely with the range of U.S. government agencies to coordinate policy and supports the work of U.S. missions in NCE countries. As recently transitioned democracies, NATO allies, EU members, and emerging donors, the U.S. Government has dynamic and multi-faceted relationships with each of the countries, not only pursuing bilateral interests but also working together with them as partners in addressing global priorities.

What would I do in EUR/NCE?

Day-to-day tasks for EUR/NCE interns include:

- Preparing actions memos and briefing papers for meetings between foreign government officials and Department principals.
- Attending and documenting the proceedings of bilateral or multilateral meetings with Department principals.
- Updating on-line resources and other briefing materials relating to NCE countries.
- Coordinating with the embassies, consulates, or UN missions of NCE countries.
- Attending conferences or seminars by visiting leaders or local academics or think tanks.
- Preparing and coordinating schedules for visitors.

Special projects assigned to past EUR/NCE:

- Prepared briefing materials, press guidance, and site scenarios for the President's visit to Hungary.
- Organized a retirement ceremony for an outgoing Ambassador, including accompanying him to a farewell call with the Secretary.
- Coordinated with U.S. missions and other State offices to prepare and transmit Country Actions Plans to combat Trafficking in Persons.

What would I get out of an internship in EUR/NCE?

Direct participation in policy formation and implementation and the opportunity to engage with the inter-agency and other State Department regional and functional bureaus. The range of issues and countries in NCE countries is so diverse; an intern can identify an area of particular interest on which to focus.

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Position Description: Intern, Office of the Special Envoy for Holocaust Issues (EUR/OHI)

What does EUR/OHI do?

The Office of Holocaust Issues is responsible for developing and implementing U.S. policy with respect to the return of Holocaust-era assets to their rightful owners, compensation for wrongs committed during the Holocaust, and Holocaust education and remembrance. In seeking a measure of justice for Holocaust survivors and their heirs, OHI monitors and promotes the implementation of previously negotiated agreements on restitution and compensation, and advocates for the development of such programs where none yet exist. OHI also works with European countries and international organizations to promote memorials and educational programs that accurately and responsibly commemorate and document the horrors of the Holocaust. OHI also works closely with the State Department's Special Envoy for Monitoring and Combating anti-Semitism.

What would I do in EUR/OHI?

Day-to-day tasks for EUR/OHI interns include:

- Working with representatives of the NGO community and desk officers within the State Department to monitor the progress of property restitution.
- Assisting in the development of presentations or speeches to be used in community outreach efforts by the office.
- Drafting and assembling briefing documents for use in reporting to members of Congress or other interested parties as well as preparing materials for the Office's participation in international meetings.
- Responding to constituent inquiries about restitution issues or to inquiries from within the State Department about issues relevant to the Holocaust.
- Basic computer skills and familiarity with using the Internet to find information are essential.

What would I get out of an internship in EUR/OHI?

The opportunity to help facilitate a measure of justice and assistance to Holocaust victims and their families and to create an infrastructure to assure that the Holocaust is remembered properly and accurately.

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Position Description: Intern, Office of Policy and Global Issues, Bureau of European and Eurasian Affairs (EUR/PGI)

What does EUR/PGI do?

EUR/PGI leads the EUR Bureau's policy development and response on the full range of global issues (terrorism, crime, corruption, counter-narcotics, democracy/labor, human rights, religious freedom, trafficking in persons, environment, science and technology, health, refugees and United Nations issues), directs the Bureau's strategic planning process, and spearheads EUR's outreach to the Congress, Diaspora groups, Muslim communities in Europe, and nongovernmental organizations with an interest in the region. The Office reports to the Principal Deputy Assistant Secretary and through him/her to the Assistant Secretary.

What would I do in EUR/PGI?

Day-to-day tasks for EUR/PGI interns include:

- Coordinating with counterparts in other State Department bureaus, USG agencies, and foreign embassies on the above issue areas.
- Briefing State Department senior officials, by memo or in person, on substantive developments.
- Participating in meetings with foreign embassy or visiting foreign officials.
- Arranging logistics for meetings with foreign officials or counterparts in other bureaus or agencies.
- Drafting Daily Activity Report (DAR) items and memoranda.

Special projects assigned to past EUR/PGI interns have included:

- Helping launch a completely new interagency coordinating mechanism to respond to the first, major outbreak of avian influenza in the European region.
- Working with the senior control officer on substance and logistics to prepare for the U.S.-Russia Counterterrorism Working Group (CTWG).
- Assisting the office to prepare for the EUR Assistant Secretary's participation in the annual UN General Assembly in September in New York.
- Helped to coordinate an event that was part of the office's non-governmental organization (NGO) outreach function.
- Researching the status of various projects and programs to strengthen the rule of law in Turkey.

What would I get out of an internship in EUR/PGI?

The opportunity to be involved in the development, drafting and decision-making processes of policy issues that affect not only our security and the security of our European Allies, but of the entire globe.

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Position Description: Intern, Office of Press and Public Diplomacy, Bureau of European and Eurasian Affairs (EUR/PPD)

What does EUR/PPD do?

EUR/PPD is unique in that it covers all 46 countries in EUR and multilateral organizations including the EU and NATO, as well as the full spectrum of issues driving US diplomacy in the region. The office also works closely with the Bureau of Educational and Cultural Affairs (ECA) and the Office of International

Information Programs (IIP) to coordinate exchange programs, speaker programs, and cultural diplomacy programs with our embassies in Europe and Eurasia. EUR/PPD serves as the link between Public Affairs Officers overseas and their respective geographic desk offices in EUR, and works closely with posts in the development and implementation of our public diplomacy strategy for each country and for the region.

What would I do in EUR/PPD?

Day-to-day tasks for EUR/PPD interns include:

- Organizing and hosting International Visitor programs from EUR posts, including arranging for speakers and attending briefings on themes such as promoting democracy in Belarus and immigration and minority rights in Denmark.
- Assisting colleagues with urgent research projects such as European media commentary on Iran, background information on oil pipelines in the Caucasus, and briefing notes on the environment in preparation for President Bush's trip to Germany in July 2006. AS THIS EVENT HAS ALREADY TRANSPIRED, THIS TASK SHOULD BE REMOVED. ADDING IT TO PAST PROJECTS (BELOW) MAY BE IN ORDER.
- Reviewing the official embassy websites for each of the countries in EUR, and helping to develop a set of criteria for evaluating them.
- Attending press briefings and conferences at the State Department and the Foreign Press Center in Washington.

Special projects assigned to past EUR/PPD interns have included:

- Serving as the PD desk officer for sub-regional portfolios such as the Nordic and Baltic countries: establishing and maintaining regular communication with the embassies in those countries, and coordinating exchange programs and press (e.g., interviews with State Department officials) for those countries.
- Coordinating digital video conferences, including one between several US embassies in Western Europe and an Ambassador to the United Nations.

What would I get out of an internship in EUR/PPD?

"Not only will you get first-hand experience learning how the government works through the numerous tasks and projects that you complete, but you will also learn what you are capable of doing in this fast-paced environment where every day brings new issues to address." – Josh W., former EUR/PPD intern

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Position Description: Intern, Office of Press and Public Outreach, Bureau of European and Eurasian Affairs (EUR/PPD/PA)

What does EUR/PPD/PA do?

The Office of Press and Public Outreach in the Bureau of European and Eurasian Affairs plays an integral role in transmitting the State Department's messages to U.S. and foreign audiences. EUR/PPD/PA works with the Department's Spokesperson to prepare for daily press briefings, coordinates with the press offices in European embassies and consulates, and works with foreign and domestic correspondents covering the State Department. EUR/PPD/PA also coordinates speaking opportunities for senior Department officials and manages the Bureau's content on the State Department website.

What would I do in EUR/PPD/PA?

Day-to-day tasks for EUR/PPD/PA interns include:

- Working with think tanks, universities, and NGOs to coordinate speaking opportunities for senior Department officials.
- Helping prepare the State Department's Spokesperson for questions regarding Europe and Eurasia at the daily press briefing.

- Assisting Press Officers with interviews between European Bureau officials and foreign journalists.
- Updating policy information on the State Department's website for each of the 50+ countries covered by the Bureau of European and Eurasian Affairs.
- Attending press briefings and conferences in Washington.

Special projects assigned to past EUR/PPD/PA interns have included:

- Special expansion projects designed to enhance the State Department's website as a dynamic resource for foreign and domestic audiences.
- Attending the Secretary of State's press availabilities with foreign diplomats and escorting foreign press to and from these events.

What would I get out of an internship in EUR/PPD/PA?

"One-on-one interaction: if you are someone who prefers to interact with people instead of researching them, the Office of Press and Public Outreach is the place for you to meet and work with foreign journalists, local think tankers and senior State Department officials." – Jane D., former EUR/PPD/PA intern

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Position Description: Intern, Office of Policy and Regional Affairs Bureau of European and Eurasian Affairs (EUR/PRA)

What does EUR/PRA do?

EUR/PRA has the EUR Bureau lead on developing and coordinating U.S. nonproliferation and arms control security interests with other agencies and offices in the Department. The office takes the lead in planning, formulating and implementing EUR Bureau policy for security assistance issues involving Foreign Military Funding (FMF), International Military Education Training (IMET), and Peacekeeping Operations (PKO). Sanctions policy in Europe and Eurasia, missile defense, nonproliferation, and border security also come under EUR/PRA responsibility as well as; monitoring the disposition of highly enriched uranium (HEU), civil nuclear cooperation in Europe and Eurasia. Bureau coordination of efforts for abatement of Man-Portable Air Defense Systems (MANPADS) and Small Arms/Light Weapons (SA/LW), as well as collaborative space issues involving the international space station (liaison with Department of Energy, NASA, and the European Space Agency), are a large component of the work.

What would I do in EUR/PRA?

Day-to-day tasks for EUR/PRA interns include:

- Coordinating within the EUR Bureau, with functional Bureaus of the Department, and with the Departments of Defense and Energy on nonproliferation security issues, and helping to maintain our liaison with Congress.
- Working, under the direction of the responsible staff member, on current policy issues such as sanctions or the Global Partnership against the Spread of WMD.

Special projects assigned to past EUR/PRA interns have included:

- Compiling, reviewing and clearing updated charts on sanctioned entities.
- Monitoring Cable and other government news sources for proliferation and security issues especially relating to Iran.
- Coordinating the EUR regional perspective for the Global Initiative to Combat Nuclear Terrorism.

What would I get out of an internship in EUR/PRA?

The opportunity to be involved in the development, drafting and decision process of policy issues in a mixed bilateral and multilateral setting. Working in EUR/PRA allows an individual to make a direct

contribution to some of our highest-profile security priorities in a real-time, fast-paced environment, and offers first-hand exposure to the established interagency processes that determine foreign policy.

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Position Description: Intern, Office of Security and Political Affairs, Bureau of European and Eurasian Affairs (EUR/RPM)

What does EUR/RPM do?

EUR/RPM manages political-military issues in our relations with European and Eurasian states. EUR/RPM develops policy relating to NATO and the Organization for Security and Cooperation in Europe (OSCE) while also managing a range of bilateral and multilateral security negotiations, including on conventional forces and arms control issues relating to Russia. Examples of EUR/RPM's work include policy coordination on NATO's operations in Afghanistan and Iraq, expanded NATO relations with Russia, Ukraine, and global partners, and OSCE's work on election monitoring.

What would I do in EUR/RPM?

Day-to-day tasks for EUR/RPM interns include:

- Coordinating with the Department of Defense and the National Security Council on security issues, and helping to maintain our liaison with Congress.
- Working on current policy issues such as US/NATO/OSCE efforts to secure fulfillment of Russian commitments on withdrawal of military forces from Georgia and Moldova.

Special projects assigned to past EUR/RPM interns have included:

- Putting together a briefing by Senior Advisor to the Secretary Ambassador James Jeffrey to European Ambassadors in Washington on the progress in Iraq. . Reporting to our Embassies on the briefing.
- Coordinating State Department participation in NATO-Nuclear exercises.

What would I get out of an internship in EUR/RPM?

The opportunity to be involved in the development, drafting and decision process of policy issues that affect not only our security and the security of our European Allies, but of the entire globe.

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Position Description: Intern, Office of Russian Affairs (EUR/RUS)

What does EUR/RUS do?

EUR/RUS is responsible for the development and implementation of U.S. policy toward Russia. Examples of EUR/RUS's work include policy coordination on Russia's accession to the WTO, human rights, bilateral relations, U.S.-Russia energy cooperation, non-proliferation, and numerous political-related work.

What would I do in EUR/RUS?

Day-to-day tasks for EUR/RUS interns include:

- Provide much needed assistance on various projects in each of the office's three sections: Bilateral, Economic, and Political.
- Engagement and exposure in the interagency policymaking process through attending and reporting on meetings both within and outside the State Department. Attend meetings on Capitol Hill and at various Washington think tanks engaged in Russian policy.
- Prepare analytical reports of meetings and current events in Russian affairs; strong drafting skills are essential.
- Manage and update a detailed database of visa requests for government officials, as well as assisted with various administrative tasks.

Special projects assigned to past EUR/RUS interns have included:

- Using press and Embassy reporting, Interns write daily reports updating the EUR Assistant Secretary of notable current events; for example: developments in implementation of Russia's NGO legislation; Russia's accession to the WTO; and pending high-profile visa or immigration issues related to U.S. or Russian citizens.
- An Intern assisted in writing an Information Memorandum to the Secretary on the liberalization of Russia's currency.

What would I get out of an internship in EUR/RUS?

The internship is an opportunity to support a dynamic and multi-faceted regional desk office, which manages the U.S.-Russian relationship at the U.S. Department of State. The United States and Russia share common interests on a broad range of issues, and the internship is a chance to be involved in a bilateral relationship that impacts a wide range of important regional and global issues.

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Position Description: Intern, Office of Office of South Central Europe, Bureau of European and Eurasian Affairs (EUR/SCE)

What does EUR/SCE do?

The U.S. government is trying to resolve the last issues remaining from the break-up of the former Yugoslavia and the Balkan conflicts of the 1990s. EUR/SCE covers the full spectrum of issues driving US diplomacy in the dynamic Balkans region, including Kosovo, Serbia, Bosnia, Albania, Macedonia, and Montenegro. The office directs, coordinates and supervises U.S. government activities within these countries, acting as a liaison between our Embassies overseas and Washington. Desk officers within the office also work closely with foreign missions in Washington to gather and convey information in support of US foreign policy. EUR/SCE offers the opportunity to do multilateral work related to NATO, the OSCE, the UN and the European Union. The office also works closely with the State Department's functional bureaus, including the Bureau of Democracy, Human Rights and Labor, the Bureau of Political-Military Affairs, and the Office of Population, Refugees and Migration to coordinate policy for the region.

What would I do in EUR/SCE?

Day-to-day tasks for EUR/SCE interns include:

- Keep abreast of daily reporting from U.S. Embassies, as well as news from countries that you are assigned to watching.
- Assist colleagues in preparing talking points for use by senior State Department officials in meetings with foreign visitors and officials.
- Help colleagues with urgent research projects such as researching UN resolutions pertaining to conflict situations in the Balkans.
- Participate in intra-bureau meetings, including the weekly Balkans Watchers meeting used for coordinating and organizing U.S. policy.
- Assist in drafting SCE's submissions for the Bureau-wide daily activity reports.
- Attend conferences at the State Department on various foreign policy topics.

Special projects assigned to past EUR/SCE interns have included:

- Participating in the Trafficking in Persons (TIP) Report rollout process and coordinating all of the TIP action plans for all SCE posts.
- Helping to draft the Dayton Human Rights pamphlet that highlights the region's progress since the signing of the Dayton Accords ten years ago.

- Coordinating, planning and providing logistical support for the Bosnia Fiscal Sustainability meeting in Washington, chaired by the Office of the High Representative of Bosnia and Herzegovina.
- Volunteering as an Action Officer for the task force in the aftermath of the London Bombings.
- Creating a reference guide encompassing the entire Balkan region for our new incoming Deputy Assistant Secretary and our new Ambassador to Macedonia.

What would I get out of an internship in EUR/SCE?

Not only will you obtain cutting-edge experience learning about how the State Department develops foreign policy related to the Balkans, but you will also learn what you are capable of achieving in this fast-paced environment. You will gain an invaluable understanding of political, economic and military developments in Southeastern Europe that will help you build expertise in the region. Finally, you will have the opportunity to work with experienced Foreign Service and Civil Service colleagues who have worked the issues both in Washington and overseas.

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Position Description: Intern, Office of Southern European Affairs, Bureau of European and Eurasian Affairs (EUR/SE)

What does EUR/SE do?

EUR/SE helps formulate U.S. policy on and maintain relations with Cyprus, Greece, and Turkey. SE issues include the resolution of the Cyprus conflict, energy security, EU issues, NATO partnership, human rights issues and counter-terrorism.

What would I do in EUR/SE?

Day-to-day tasks for EUR/SE interns include:

- Scanning classified cables and open-source news, sorting information, and briefing officers on news items that require their attention.
- Drafting daily reports for senior officials.
- Sitting in on high-level meetings, taking notes and writing up reports.
- Meeting with Ambassadors, diplomats and other VIPs.
- Conducting substantive research for background information.

Special projects assigned to past EUR/SE interns have included:

- Responding to inquiries on behalf of the Secretary of State or other diplomats.
- Drafting Diplomatic Notes used for formal bilateral-communication.
- Research papers on the Cyprus Conflict, Conflict Mitigation Through Confidence Building Measures, and THIS SENTENCE NEEDS TO BE COMPLETED.

What would I get out of an internship in EUR/SE?

"The best thing was going out to lunch and talking one-on-one with everyone in the office about how they got here." EUR/SE officers mentor our interns, ensuring that they get to engage in substantive work and learn about as many different aspects of the Department as possible.

- Contacts throughout the Department of State and the wider foreign policy making arena.
- Experience working within the diplomatic and policymaking communities.
- Resume enhancing internship.
- Ability to work on projects which interest you, and are applicable to your outside career goals.
- Benefits if you decide to join the Foreign or Civil Service.
- Engaging policymakers and diplomats at the working level.
- Enhancing critical thinking and analytical skills.
- Ability to work on policymaking and diplomacy from inside the world's most important institution in its field.

Position Description: Intern, Office of UK, Benelux, and Ireland Affairs, Bureau of European and Eurasian Affairs (EUR/UBI)

What does EUR/UBI do?

The **Office of UK, Benelux, and Ireland Affairs** in the Bureau of European and Eurasian Affairs manages relations with the United Kingdom, Belgium, Netherlands, Luxembourg, and Ireland. Working closely with the U.S. embassies overseas, we formulate and execute U.S. policies, draft briefing materials for U.S. officials, organize visits, and support embassy management. Much of our engagement with foreign governments focuses on multilateral affairs such as fighting terrorism, responding to natural disasters, and promoting democracy.

What would I do in EUR/UBI?

To the extent that your talent allows, you would do the same work as our Foreign Service Officers. Among our many duties, we prepare memos for the President, participate in meetings with the Secretary and other senior leaders, meet with foreign diplomats and officials, and assist new U.S. ambassadors prepare for their job. We convene U.S. inter-agency meetings to prepare for senior policy decisions. We respond to inquiries from Congress and the public about bilateral relations with UBI nations.

What would I get out of an internship in EUR/UBI?

The internship "provides a tremendous opportunity for students to see diplomacy in action, as well as the daily work of diplomats (for better or for worse). It exposes interns to the reality of working in the Foreign Service.... The work we are given, and subsequent experience gained, far exceeds that of interns in other governmental offices." – Craig M., former EUR/UBI intern

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Position Description: Intern, Office of Ukraine, Moldova and Belarus Affairs, Bureau of European and Eurasian Affairs (EUR/UMB)

What does EUR/UMB do?

EUR/UMB coordinates U.S. foreign policy with Ukraine, Moldova and Belarus. We serve as the link between our three embassies, bureaus and offices within the Department, and a wide range of U.S. Government agencies. We work closely with posts in the development and implementation of our political and economic strategy for each country and for the region. Our overarching goal is to help these countries develop into nations that are democratic, prosperous, secure within their own borders, and free to become full partners in the Euro-Atlantic community.

What would I do in EUR/UMB?

EUR/UMB summer interns work with our country desk officers on the full range of issues concerning the respective countries, and also providing support to our Embassies in KYIV, Minsk, and Chisinau as well as to our Assistant Secretary and Deputy Assistant Secretary. Our interns are assigned a mix of tasks to deal with daily developments as well as longer-term projects designed to deepen their understanding of our countries.

Day-to-day tasks for EUR/PPD interns include:

- Drafting contributions to the Daily Activity Report, summarizing key political and economic developments in our countries for 7th floor principals.
- Preparing briefing materials for State officials traveling to the region or conducting meetings concerning our countries.
- Analyzing daily press from the region and official reporting from posts. Briefing EUR/UMB's Office Director on developments.

- Representing EUR/UMB at meetings and conferences both in and outside the State Department.

Special projects assigned to past EUR/UMB interns have included:

- Planning a new U.S. Ambassador's Swearing-in Ceremony and briefing that Ambassador on political and economic developments in his new country.
- Drafting correspondence on behalf of the President to a Foreign Minister.
- Updating the State Department's country background notes.
- Attending the Deputy Assistant Secretary of State's meeting with a Foreign Minister and preparing a summary for dissemination to our European posts.
- Preparing an in-depth biography of a new foreign ambassador to the U.S.

What would I get out of an internship in EUR/UMB?
EUR/UMB's goal is for our interns to assume the responsibilities of a desk officer and, in the process, learn the ins and outs of Washington tradecraft. You will also gain invaluable expertise covering developments in at least one of our three countries.

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Position Description: Intern, Office of Western European Affairs, Bureau of European and Eurasian Affairs (EUR/WE)

What does EUR/WE do?

EUR/WE oversees bilateral relations and participates in policy formulation for Portugal, Spain, Andorra, France, Monaco, Italy, San Marino, the Vatican, and Malta.

What would I do in EUR/PPD?

Interns in EUR/WE draft briefing memoranda and other reports for State Department principals, attend and report on meetings both within and outside of State, organize appointments and meetings for senior U.S. and foreign officials, respond to correspondence and telephone inquiries, analyze and distribute media reports, and work on projects that enable the office to operate more efficiently and effectively. EUR/WE interns need to be self-motivated with excellent communications and interpersonal skills, and a strong interest in better understanding the inner workings of U.S. diplomacy. They will be assigned greater duties as their abilities and progress allows.

Special projects assigned to past EUR/PPD interns have included:
- Drafting correspondence for the Secretary.
- Drafting presidential remarks.
- Cable writing.
- Coordination of a sister airport program.
- Unofficial translations.

What would I get out of an internship in EUR/PPD?

In EUR/WE we treat interns much as we would first tour Foreign Service Officers, in order to give them as realistic an experience of Foreign Service work as their talents allow. They will learn what being a desk officer entails and how diplomacy works in Washington. Interns will further gain a greater understanding of Western European politics and of our relations with some of our most important allies.

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