

Internship at the Utah Consular Corps

The intern's primary job will be to aid the Consulate and the Honorary Consuls in meeting the needs of the Consular Corps in the State of Utah, as well as promoting commerce, education, culture, and government relations between Utah and represented countries.

DUTIES WILL INCLUDE

- Answering questions over the phone and email and setting up appointments
- Processing documentation for the UCC, including correspondence on behalf of the Executive Committee of the UCC
- Conducting research and preparing presentations about UCC-related issues
- Overseeing the maintenance of the UCC website and social media
- Assisting in the organization of educational, cultural, and business events for the community
- Accompanying members of the UCC Executive Committee and/or Consuls to events and consular activities

OTHER REQUIREMENTS

- Must have experience using computers and expert knowledge of MS Office products
- Must have the ability to work well with people and be capable of working in a team environment, sometimes under stressful conditions
- Must have excellent writing skills for the creation of presentations, reports, articles and email correspondence
- Must be willing to train on-the-job where experience falls short of job requirements. Needs to be capable of quickly learning various documentation procedures
- Excellent organizational skills required
- Native fluency in written and spoken English, knowledge of foreign language and culture preferred
- University student currently enrolled, residing legally in the US
- No criminal record, certificate of good conduct from your school required

WORKING HOURS

About 10 hours a week. Working hours are flexible. M-F during regular business hours.

INTERSHIP DURATION

15 weeks minimum, beginning the week of January 7, 2020

WORK LOCATION

320 West 200 South, Third Floor, SLC, Utah 84101

TO APPLY

Email your resume and cover letter to the Honorary Consul David Utrilla at consul@peruutah.com AND to the Consular Corps at utahconsuls@gmail.com.

For more information about the internship, please call the Consular Corps at 385-831-0638 or send an email to utahconsuls@gmail.com.

NOTE

This is not a paid position; however, you may qualify for credits at your school. The UCC will provide a certificate of appreciation at the completion of your internship.