



Consulate General of Israel
to New England

Consulate Internship Program

2010-
2011

The Consulate General of Israel to New England is excited to announce that we are now receiving applications for interns in 2011.

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 excited to provide the opportunity of an internship with the Government of Israel to a new group of interns. Interns at the Consulate provide support to the Department of Public Affairs.

The intern positions currently available are:

-New Media and Public Relations Intern

-Political and Diplomacy Intern

-Academia and Culture Intern

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

Director of Academic Affairs
20 Park Plaza, Suite 1020, Boston, MA 02116
Phone: 617-535-0216 Fax: 516-535-0255
Email: academic@boston.mfa.gov.il
www.israelinne.org



Consulate General of Israel
to New England

Consulate Internship Program

2010-
2011

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

Director of Academic Affairs
20 Park Plaza, Suite 1020, Boston, MA 02116
Phone: 617-535-0216 Fax: 516-535-0255
Email: academic@boston.mfa.gov.il
www.israelinne.org



Consulate General of Israel
to New England

Consulate Internship Program

2010-
2011

New Media and Public Relations Intern

This position reports to the Director of Media Relations as well as the Director of Public Diplomacy

The New Media and Public Relations Intern will work closely with the Consulate's new media venture and the Director of Public Diplomacy. 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 web, database, 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.

Director of Academic Affairs
20 Park Plaza, Suite 1020, Boston, MA 02116
Phone: 617-535-0216 Fax: 516-535-0255
Email: academic@boston.mfa.gov.il
www.israelinne.org



Consulate General of Israel
to New England

Consulate Internship Program

2010-
2011

Political and Diplomacy Intern

This position reports to the Director of Political Affairs as, well as the Office of the Resident Diplomats.

He/She will conduct research, and be responsible for the upkeep of legislative files, as well as assisting 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 legislation.
- Candidate should have excellent research skills and be familiar with legislative research tools, such as THOMAS.
- Candidate should have exemplary organization and communication skills.
- Candidate should be excellent at professional letter writing and schedule coordination.

Director of Academic Affairs
20 Park Plaza, Suite 1020, Boston, MA 02116
Phone: 617-535-0216 Fax: 516-535-0255
Email: academic@boston.mfa.gov.il
www.israelinne.org



Consulate General of Israel
to New England

Consulate Internship Program

2010-
2011

Academia and Culture Intern

This position reports to the Directors of Academic, Cultural and Economic Affairs.

The Academia and Culture Intern will work closely with the Directors of Academic, Culture, and Economic affairs. He/She will help monitor and report on lectures and events about Israel at the major 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. Academia and Culture intern will also assist in event planning 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
- Candidate should have some knowledge of the New England academic world

Director of Academic Affairs
20 Park Plaza, Suite 1020, Boston, MA 02116
Phone: 617-535-0216 Fax: 516-535-0255
Email: academic@boston.mfa.gov.il
www.israelinne.org