



Consulate of Greece
Houston

October 17, 2013

Internship opportunity

The Consulate of Greece in Houston is looking for an intern for the first semester of 2014 to assist its daily function as well as the exercising of the Greek EU presidency in Houston (local chair). **This is a three or six months non paid internship.** Applicants must be either graduates or enrolled in a college or university, preferably in the field of social sciences, in order to qualify for receiving college credits for this internship

Description of position:

- Plan events and receptions during the Greek EU presidency period (1/1-6/30/13)
- Keep contact, on a secretarial level, with the European delegation in Washington D.C.
- Research many of the major newspapers and news sites from Greece and the states of the consulate's jurisdiction and brief on headlines of Greek interest.
- Answer phone calls and greet patrons as they enter the consulate. Decide and indicate them the respective officer that would be best able to assist them
- Deal successfully with consular affairs of administrative nature (contacting various municipalities in Greece for birth, marriage or death certificates, processing passport applications etc)
- Summarize events; upgrade content in the consulate's website and social media pages.

Requirements:

- Graduate of or currently majoring in social sciences (preferably in international relations, international studies, international economy, journalism)
- Greek or any other language skills (French, Spanish) will be appreciated
- Computer skills (excel and data base processing)
- communication and organizational skills
- Eagerness to help, offer as well as good work ethic

Applications are being accepted now. To apply, send your resumes with a photo ID attached at grcon.hou@mfa.gr. and call the Consulate at 713-840-7522 to set up an interview.