

# Internship Position (M/F)

## Recruiting organization

Ministry of Foreign and European Affairs, Defense, Cooperation and Foreign Trade  
Department: Consulate General in San Francisco / Luxembourg Trade and Investment Office (LTIO)

## General Information

Duration: minimum 12 weeks (with possible extension)  
Preferred dates: April 1 to December 31, 2026 – Flexible dates  
Education: at least two years of higher education completed

## Internship Objective

Support the work of the Consulate General of Luxembourg in San Francisco and the Luxembourg Trade & Investment Office (LTIO).

## Key Responsibilities

- Assist with the planning and organization of events and receptions for the Luxembourg community, the business community, and visiting delegations;
- Contribute to the preparation of documents and research, including for ministerial visits;
- Support the management and updating of databases;
- Conduct research and monitoring related to technology and market developments to support LTIO activities.

## Profile

### Technical Skills

- Proficiency in Microsoft Office tools (Outlook, Word, Excel, PowerPoint);
- Strong research and analytical skills, with the ability to synthesize information;
- Experience in managing and updating databases.

### Interpersonal skills

- Excellent organizational skills with attention to detail;
- Ability to work independently and learn quickly;
- Strong interpersonal skills and ability to work in a team;
- Clear and professional written and oral communication

### Languages

- English: excellent written and spoken proficiency;
- French: fluent;
- Luxembourgish: an additional asset.

## Required Documents

- Cover letter
- Resume

Please submit applications to: [stagiaires.etudiants@mae.etat.lu](mailto:stagiaires.etudiants@mae.etat.lu)