



Internships

The EU-LAC Foundation offers **internships four cycles a year** to university students who are **citizens of the European Union (EU), Latin America and the Caribbean (LAC)**- for a maximum of three months, giving them the opportunity to strengthen knowledge on the bi-regional Strategic Partnership EU-LAC and their first experience in a work environment within a bi-regional organisation.

The interns will give support to our Foundation professional team in their work processes and daily activities, which will afford them the opportunity to make relevant experiences in assistance with the carrying out of activities related to projects; research; proofreading and translation of documents; updating of specific sections of the Foundation's website and social networks; organisation of events; maintenance of the in-house library, among other activities.

- [Please refer to the four internship cycles and application deadlines here](#)
- [Please see requirements and application documents here](#)

Internship conditions

All the students **must cover the travel expenses to reach Hamburg as well as taking care of all visa processes and any other requirement related to the relocation.** Once the intern has been selected, we will provide relevant information on accommodation and tips while living in Hamburg.

Interns will receive a monthly stipendium of 450€ to contribute to the living expenses related to housing, diets and local transport. The payment will be done according to the amount of days worked during the month. Therefore, could be the case that you start working later or end earlier in the current month, thus the payment will be less than 450€.

The EU-LAC Foundation is an equal opportunity employer.



Kenneth Guevara (Costa Rica) & Emma Tyrrou (France)
Interns January - March 2016

Antonino Galliani, Italian

◀ "The internship period at the Foundation gave me the possibility to discover the importance of the links for collaboration between the EU and Latin America and the Caribbean, in the framework of a successful cooperation for both regions." ▶

[Check the testimonials from our former interns here!](#)



Nemdia Daceny (Haiti) & Lisa Krause (Germany)
Interns April - June 2016

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Grosse Bleichen 35
20354 Hamburg
Germany



Internship periods and application deadlines

The internship will last one of the following periods:

<i>Cycle 2019</i>	<i>Application deadline</i>
7 th January - 29 th March	15 th September 5 th November 2018
1st April- 28 th June	15 th November 2018- 11 th January 2019
1st July- 30 th September	15 th February- 5 th April 2019
1st October- 20th December	15 th May- 5 th July 2019

Internships should cover the length of an entire cycle.

Please Note:

For Latin American and Caribbean students currently enrolled in a Latin American or Caribbean university: please apply for a Visa for your stay in Hamburg at the respective German Embassy well ahead of time. The Foundation is not responsible for issuing Visas.

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Requirements & Documents for application

Requirements for applicants:

- All applicants must be **enrolled in an academic programme during the whole time of the internship;**
- The candidates must be studying their Bachelor´s final year, post-graduate or Master´s programme.
- The field study would be preferably in political science, social science, legal sciences, European or Latin American studies, economics, communications, languages and translation or a related field.
- Professional domain of **English and Spanish**: a recognition institute must certificate the candidate's level.
- Demonstrating strength in **research and/or data base management**.
- Working experience in a **multicultural environment, as well as team working**. Communication and writing skills are also desirable.
- Demonstrating his/her abilities with the use and management of **social media and software** (Facebook, Twitter, Drupal, MailChimp, Flickr, Photoshop, Google Analytics, LinkedIn).

Other valuable abilities:

- Experience or knowledge related to the bi-regional relationship between the European Union and Latin America and the Caribbean.
- Knowledge about the process of regional integration and regional institutions
- Fluency in other languages relevant for the Foundation

The application must include the mandatory Excel Form correctly completed as well as the following annexes:

1. **Cover letter** in English or Spanish delineating your motivation to do the internship at the EU-LAC Foundation and the concrete cycle of internship for which you would apply;
2. **Curriculum Vitae**, in English or Spanish; specifying the knowledge and experiences relevant for the internship
3. **A certificate of enrolment of the University**, in which it must be clearly stipulated that the student will be registered at the University during the entire period of the internship;
4. **An academic transcript** of the programme the student is currently enrolled;
5. **Certificate** from a recognized institution of language proficiency
6. Excel Form

The applications must be sent on dates given in the [internship period and application deadlines page](#), to the e-mail address: internships@eulacfoundation.org. The subject of the e-mail must be: Internship Application for the period from x to x (you must indicate the months of the application as the case might be)

The selected candidates will be notified 2 months ahead of the [scheduled starting date](#). Please note that due to the large amount of applications, we will only get in touch with candidates whose application has been successful.

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