



## Internship with the Foreign Agricultural Service

Embassy of the United States of America  
Office of Agricultural Affairs  
Clayallee 170  
14191 Berlin, Germany

**"Linking U.S. agriculture to the world to enhance export opportunities and global food security"**

### **Who we are**

The U.S. Office of Agricultural Affairs (OAA) is part of the Foreign Agricultural Service (FAS), the foreign affairs agency with primary responsibility for the United States Department of Agriculture's (USDA) overseas programs - market development, international trade agreements and negotiations, and the collection of statistics and market information.

The primary objective of the Foreign Agricultural Service is to facilitate trade in U. S. food, agricultural, forestry and beverage products. FAS offices promote U.S. agricultural trade and assist foreign buyers to source American food products and commodities.

### **Background and Purpose**

The FAS Intern Program is designed for students who are at least 18 years of age, are currently enrolled in an accredited university seeking internship with U.S. Missions abroad. The program benefits both posts and students by providing the students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the program is to offer students the challenge of working in a foreign affairs field and at the same time profit by their participation. This internship is a voluntary service. There are no benefits attached to this internship and no compensation, nor any future employment rights.

### **Assignments**

Students may be assigned to duties that include trade assistance, administrative duties, budget and fiscal duties, business correspondence, information systems, trade leads, trade facilitation, research and analysis of international issues, marketing, and public affairs outreach.

### **Duration of Program**

The FAS Intern Program is a year-round program on a three to six month basis with a flexible starting date. This means that each internship cycle lasts three to six months and at the end of each cycle new interns are hired.

### **Security Clearance**

Students selected must pass a background check and receive a security clearance from The Embassy's Regional Security Office before commencement of the internship. The security check may take up to 3 months and may require an interview with the Embassy Regional Security Office.

### **Performance Evaluation**

The intern will receive a letter of recommendation upon completion of the internship.

### **Program Requirements**

No compensation or benefits are offered. Service is not creditable for leave accrual or any other employee type benefits. The intern program applicants must be at least 18 years of age at the time of appointment and have their own medical insurance. Good knowledge of written and spoken English and German is required as well as good knowledge of office programs such as Word, Excel, Outlook and Power Point.

### **Application Procedures**

Please submit your application with the following supporting documentation **by email**:

- Cover letter
- Resume
- Proof of enrollment in education institution

To: [agberlin@fas.usda.gov](mailto:agberlin@fas.usda.gov)

Attn: Kerstin Krueger

If you have any questions, please feel free to contact Kerstin Krueger

Phone: (49-30) 8305 1150

Fax: (49-30) 843 11935

Email: [agberlin@fas.usda.gov](mailto:agberlin@fas.usda.gov)

### **Web Presence**

Please see the following links for further information on our office:

#### **Foreign Agricultural Service**

Mid-European Office

<http://www.usda-mideurope.com/>

#### **Foreign Agricultural Service**

<http://www.fas.usda.gov/>

#### **United States Department of Agriculture**

<http://www.usda.gov/wps/portal/usda/usdahome>