



GRAND DUCHY OF LUXEMBOURG
Embassy in Washington, D.C.

The Embassy of Luxembourg to the USA (Washington D.C.) is recruiting

Interns

4 to 6 months
40 hours/ week

The Embassy of Luxembourg to the USA represents the Grand Duchy of Luxembourg vis-à-vis the U.S. authorities, defends Luxembourg's interests in the U.S., and maintains and develops intergovernmental relations with the institutions of the host country, particularly in the political, economic, and cultural spheres. It is also the point of contact for a range of administrative services and consular matters for Luxembourg nationals who have settled in the United States.

As an intern, you will support the embassy in analyzing the political, economic, and social situation in the U.S. and the federal states, insofar as this is relevant to bilateral relations. In addition, you will assist the embassy team with administrative tasks.

Your duties (amongst others):

- **Support meeting preparation:** conduct background research on individuals, organizations, or companies that the Ambassador or Deputy Chief of Mission (DCM) meet with and prepare briefing notes for official meetings and events.
- **Networking follow-up:** maintain and update records of contacts made by the Ambassador and DCM to ensure smooth follow-up and relationship management.
- **Economic and business research:** Identify and analyze U.S. companies with existing or potential ties to Luxembourg, particularly in defense and technology sectors, to support economic diplomacy initiatives and future cooperation opportunities.
- **Policy and think tank monitoring:** attend online discussions, panels, and events organized by think tanks; summarize key takeaways and report relevant insights back to the Embassy team.
- **Media monitoring:** prepare daily press reviews covering developments in both the United States and Luxembourg to keep the Embassy leadership informed

Your qualifications / requirements:

- You are enrolled in a bachelor's or master's degree program
- You are responsible and eager to learn
- You are fluent in English, German, and French; Luxembourgish is considered an advantage
- You are proficient in common IT tools (Microsoft Word, Excel)

Starting date: September 2026

Interested candidates should submit their application electronically (no zip files) to the following mail address: stagiaires.etudiants@mae.etat.lu / subject: Internship Fall 2026