



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

The Embassy of Luxembourg to the United States of America (Washington D.C.) is recruiting

Interns

4 to 6 months as from February 2027
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.

During your internship, you will analyze U.S. political, economic, and social trends and support the Embassy team with administrative responsibilities and event management.

Your duties (amongst others):

- **Political landscape analysis:** Monitor and analyze U.S. domestic politics, congressional developments, and state-level policy shifts and assess strategic implications for the transatlantic relations.
- **Executive briefings:** Conduct background research and help draft briefing notes to prepare the Ambassador and Deputy Chief of Mission (DCM) for official engagements.
- **Economic diplomacy:** Support the team in driving bilateral trade and unlocking strategic partnerships for Luxembourg.
- **Policy & think tank insights:** Monitor cutting-edge discussions hosted by think tanks, distilling complex political and policy debates into actionable insights for the diplomatic team.
- **Embassy operations & event management:** Gain hands-on experience in diplomatic operations by supporting day-to-day administrative missions and helping execute high-profile Embassy events.

Your qualifications / requirements:

- Enrolled in a Master's degree program.
- Keen interest in U.S. domestic politics, transatlantic relations, and emerging technologies.
- Strong research and analytical capabilities, with the ability to synthesize complex political and economic data into clear, concise summaries.
- Excellent written and verbal communication skills in English and French; Luxembourgish is a strong asset.
- Reliable, detail-oriented, and able to multitask in a fast-paced, multicultural environment.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and digital media monitoring.

Starting date: January 2027 (for 4-6 months)

Interested candidates should submit their application (cover letter in French) electronically (no zip files)

- to the following mail address: stagiaires.etudiants@mae.etat.lu
- Subject: Washington D.C. - Internship Spring 2027