

U.S. CONSULATE GENERAL VANCOUVER

CANADIAN INTERNSHIP PROGRAM

The following full-time, unpaid Internship position is available with the U.S. Consulate General in Vancouver. The Intern will be work closely with staff in the Political-Economic, Public Affairs, and Management sections for the duration of a regular university semester. This is an excellent opportunity for students interested in International Relations, Business and Finance, Political Science, History, and Government, as well as other disciplines. If you have excellent research, communication, and writing skills, this is an opportunity to use them.

Description of Job:

Major duties and responsibilities include drafting reports and analysis on economic and political issues, in the form of both spot-reporting and comprehensive periodic studies of economic and political issues relevant to relations between British Columbia and the Yukon, and the United States. The Intern will conduct research and prepare reports on economic issues, including commercial, environmental and energy, as well as political issues, such as transportation, international crime, terrorism, and labor disputes, in British Columbia and the Yukon. These reports will be primarily factual in nature, based on information and statistics obtained from published sources, internet searches, and industry contacts. Drafted reports will be approved by career U.S. Foreign Service Officers and then relayed as official U.S. Government documents to other Consulates in Canada, the U.S. Embassy in Ottawa, and the State Department's Western Hemisphere Affairs Bureau in Washington DC. The Intern will also be expected to assist in various administrative and public affairs projects that the Consulate is currently engaged in, including planning for special events.

Skills Required:

The successful Intern will have excellent research, writing, and editing skills, while being proficient in conducting internet searches. The ability to cull information from a variety of sources and summarize only the most important information into a concise report is critical. The intern will have the self-initiation to develop time-sensitive reports in an effective manner, and have excellent communication skills. The ability to produce reports in a timely manner, while paying close attention to detail, is of utmost importance. A working understanding of political, economic, and social issues at the federal, provincial, and municipal levels in British Columbia and the Yukon will be very beneficial, as well as an interest in studying international relations between Canada and the United States.

OTHER REQUIREMENTS:

- (1) Must be a current student in good academic standing at an accredited Canadian university;
- (2) must be a Canadian Citizen or Landed Immigrant of Canada,
- (3) must present copies of all university transcripts and a few writing samples;
- (4) must be available for an interview with US Consulate staff;
- (5) must submit a statement from your family doctor that you are in good health and free of communicable disease;
- (6) must pass a consulate security check.

Cover Letter: Prospective intern shall include a cover letter to explain their interest, outline their research and writing experience, and provide three personal references.

IMPORTANT NOTE: The US Consulate General will not pay the intern a salary or any benefits. However, any travel for official consulate business will be reimbursed.

TO APPLY: Please contact the Human Resources Assistant at the US Consulate if you are interested in learning more about the program or wish to apply. Send cover letter to:

US Consulate General
Human Resources
1095 W. Pender Street, Suite 1950
Vancouver, BC V6E 2M6

Or, you may fax it to (604) 685-5285. Please make sure you provide contact information, including daytime phone number and email address.