



**VACANCY ANNOUNCEMENT FOR
MANAGEMENT INTERN PROGRAM
U.S. Mission, Canada
2015 Fall Internship Opportunity
Vancouver
*UNPAID INTERNSHIP***

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of business, communications, liberal arts, or international relations.

Posting Date: Immediate Application Closing date: Open until filled

Duration: 4 Months – September to December; 2015 fall term

****American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.***

The U.S. Consulate General in Vancouver is offering an internship opportunity for the fall term in the Management Section. The Management Section at the US Consulate includes Human Resources, Finance, the Community Liaison Office, and the General Services Office in Vancouver. The Management Section enables the day-to-day operations of the consulate with responsibility for budgeting, purchasing, organizing housing and travel for diplomats, and planning events. These are unpaid internships; as such, the interns will not be considered employees of the U.S. Government nor be entitled to payment for their services.

Responsibilities:

The successful candidate will work in the Management Section at the U.S. Consulate General in Vancouver. The intern will report directly to the Management Officer and be responsible for:

- Updating and maintaining the Consulate's inventory database, records of services, contact lists;
- Providing data analysis on the survey data collected on costs of living and consulate services;
- Assisting in the purchasing and receiving processes, in general management of the consulate-owned residence, and organizing official Consulate event logistics;
- Planning consulate events;
- Drafting consulate emails, meeting minutes, and presenting research in a business format;
- Supporting the operations of the General Services Department (GSO); and
- Various administrative duties as assigned.

Interns may also have the opportunity to:

- Learn in depth about the US Foreign Service, US government, and the functions of a US Consulate;
- Provide support to the Community Liaison Officer (CLO) in planning internal community-building events, Human Resources (HR), Finance, I.T., and the Mailroom;
- Develop a greater knowledge of Canada's government regulations in comparison to those of foreign countries;
- Direct relevant research and tasks towards particular areas of interest and engagement;
- Gain exposure to working in a standard foreign affairs office setting; and
- Research and deliver presentations to consular and diplomatic staff.

Skills Development:

The management intern can expect to acquire experience and further develop skills in:

- Professional workplace communications including internal communications and liaising with outside vendors;
- Work prioritization and time management from juggling multiple tasks;
- Microsoft Office suite namely Outlook, Publisher, Word, Excel;
- Tailoring writing to specific audiences;
- Making sound decisions based on data collected, presenting recommendations and delivering presentations; and
- Relationship building with contractors and colleagues from Management and other departments.

The Successful candidate will demonstrate their ability to:

- Exercise good judgment;

The U.S. Mission Canada is an equal opportunity employer.

- Work flexibly to reliably achieve deadlines; and
- Work as part of a team.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

To Apply:

Submit the following documentation prior to the closing date of the Vacancy Announcement:

- Completed Application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript and written permission from the educational institute; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Vancouver HR, #107 – 280 Nelson St. Vancouver, BC V6B 2E2

By Email: vancouverhr@state.gov

By Fax: 604-685-5285

*If you are applying for more than one internship opportunity, you must submit a separate application for each position.

*Information on internship opportunities can be found online at

<http://canada.usembassy.gov/about-us/human-resources/internships-for-canadian-citizens-permanent-residents.html>