



**VACANCY ANNOUNCEMENT FOR
MANAGEMENT INTERN PROGRAM
U.S. Mission, Canada
2014 Winter Internship Opportunity
Vancouver
*UNPAID INTERNSHIP***

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more or be a recent grad from a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of business or international affairs or related areas.

Posting Date: August 21, 2013
Application closing date: Open until filled
Duration: January - April 2014

**Individuals with 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 winter 2014 semester in the Management Section. 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.

Duties of the Position: The intern 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 contact lists and organizing survey data;
- Providing data analysis on the survey data collected;
- Drafting Consulate Management notices for the Management Officer;
- Other projects and administrative duties as assigned.

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 (if applicable); 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:

- **Cover Letter** – Why you want to be an intern, what you have to offer, and what you hope to benefit from the internship;
- **Resume** – Please list your future goals, computer skills, past experience, including academic accomplishments, citizenship and student status;
- **Writing Sample** – Displays your market research skills and your writing style. It can be a recent report that you have already written. Business and market research papers are preferred. Do not submit group work projects;
- If non-Canadian, copies of a valid study permit and work 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 Fax: 604-685-5285
By Email: vancouverhr@state.gov

*If you are applying for more than one internship opportunity, you must submit 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>

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