VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada
Public Affairs Section (Montreal) *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 Communication, Journalism, International Affairs, Public Affairs, Social Sciences, Humanities or related areas. Candidate must have completed at least two years of university-level work.

Posting Date: August 26, 2013 Application Closing date: September 16, 2013

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 Montreal is offering internships for students for the winter 2014 semester (January-April) in the Public Affairs Section. These are unpaid internships; as such, the Intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service.

Duties of the Position: Duties will include drafting memorandums, project management and researching media and cultural issues related to the U.S. and Canada, with particular emphasis on Quebec. The intern will monitor media and may work closely with U.S. Diplomats to draft reports, prepare outreach programs and promote cultural exchange. Administrative tasks as needed.

Qualifications Required:

Experience: Demonstrated potential to accomplish the type of work to be performed.

Language: Fluent speaking/writing/reading English and French are required.

Knowledge: Knowledge of public relations and working with the media, project management, familiarity with the Canadian cultural and media landscape with particular emphasis on Quebec.

Skills/Abilities: Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Word, Excel, Share Point, desktop publishing, databases); good judgment and problem-solving skills; flexibility; and a sense of humor. Strong experience with social media use, familiarity with social media campaigns and dashboards. Familiarity with graphic design/apps a plus.

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.

Applicants are expected to commit to an internship of 12-16 weeks in length, with a minimum of 30 and a maximum of 40 hours per week. Work schedules are at the discretion of the Supervisor.

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;
- Recommendation from the educational institute to participate in the Intern program; 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: Ottawa HR (Foreign National Student Intern Program), P.O. Box 866, Station B, Ottawa, Ontario K1P 5T1
By Fax: 613-688-3055
By Email: ottawahr@state.gov

*Application documents 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.