



VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM

U.S. Mission, Canada

Public Affairs Section (Toronto) *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 International Relations, Communications, Political Science or Public Administration, as well as related disciplines.

Posting Date: January 21, 2015

Application Closing Date: Open until filled

Duration: May - August 2015

****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 Toronto is offering an internship for spring/summer 2015 semester in the Public Affairs Section. This is an unpaid internship; as such, an 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: The Foreign National Student Intern will work in the Public Affairs Section at the U.S. Consulate General in Toronto. The intern will report to the Cultural Affairs Specialist but will also be supervised by the Public Affairs Officers and Media Specialist on specific projects including activities related to the Pan Am Games. The intern will:

- **Event Organization:** Work on the organizational aspects of representational events, and speaker, cultural and sports envoys programs including developing scenarios, schedules, and guest lists.
- **Communications:** Draft and monitor content for the Consulate's social media platforms, assist with media interviews, press inquiries, and press coverage of events, write talking points, speeches and informational and communications materials.

Qualifications Required:

Experience: Completion of three years of undergraduate study strongly preferred;

Language: Excellent English written and oral communication skills are required.

Knowledge: Familiarity with Microsoft Word and Excel software systems and excellent computer skills for conducting research on the internet. Familiarity with contact databases such as Microsoft Outlook and Goldmine. Familiarity with Social Media platforms such as Facebook and Twitter.

Skills/Abilities: Strong interpersonal skills and the ability to produce quality reports and briefings under time pressure.

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;
- 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 a minimum of 10 weeks, if participated on a full time basis. 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;
- Written permission from the educational institution to participate in the internship 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: Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4; or

By Email: TrtHR@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.