VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada

Public Affairs Section (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 fields of Communication, Journalism, International Affairs, Public Affairs, Political Science, and Social Sciences, Humanities or related areas. Candidate must have completed at least two years of university-level work.

Posting Date: June 18, 2015 Application Closing date: Open until filled

Duration: Fall 2015 semester

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 Vancouver is offering internships for students for the fall 2015 semester 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: Primary duties include monitoring The Consulate in social and traditional media, pre-event and program planning, and attending and reporting on local Consulate events and researching media and cultural issues related to the U.S. and Canada, with a particular emphasis on British Columbia. The intern may work closely with U.S. diplomats to draft reports, prepare outreach programs and promote cultural exchange programs. The intern will also complete administrative tasks as needed. Other tasks include but are not limited to database updates, compiling of contact lists, and reaching out to potential/ existing partnering contacts.

Qualifications Required:

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

Language: Level IV (fluent) speaking/writing/reading English is required.

Knowledge: Knowledge of public relations and working with the media, familiarity with the Canadian cultural and media landscape, with particular emphasis on Vancouver and British Columbia.

Skills/Abilities: Strong social media skills (e.g. Twitter, HootSuite, Facebook, and YouTube)
Photography and video skills; Interpersonal, written and verbal communication skills; organizational skills; including the ability to prioritize many projects at once; ability to work with a team as well as independently; computer skills (Word, Excel, SharePoint, databases); good judgment and problem-solving skills; flexibility and a sense of humor.

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. The chosen applicant's start date is contingent on the completion of these items.

Applicants are expected to commit to an internship of at least ten (10) weeks in length, with a minimum of 15-20 hours per week. Full time, 40 hours per week, is preferable. 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: Vancouver, #107 – 280 Nelson Street Vancouver, BC V6B 2E2By Fax: 604-685-5284
By Email: vancouverhr@state.gov

Please use the SUBJECT LINE: Application of (Applicant's Name) for Public Affairs Intern – Fall 2015

*Application documents can be found online at http://canada.usembassy.gov/about-us/human-resources/internships.html.

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