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

Management 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, Business, Management, Education, Environmental Management, Communications, Public Administration as well as related disciplines.

Posting Date: August 13, 2012 Application Closing date: September 15, 2012
Duration: January – April 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 Toronto is offering a part-time internship for the winter/spring 2013 season in the Management section. This is an unpaid internship; 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:
The intern will work in the Management Section at the U.S. Consulate General in Toronto. The intern will report directly to the Management Officer, but will also receive guidance from the Chair of the Consulate Greening Initiative Committee, the Community Liaison Office, and the General Services Office and be responsible for:

- Advance Consulate General Toronto's initiative to be certified under BOMA BEST.
- Develop Construction Project initial plans and timeline
- Produce and present PowerPoint briefings on the above items to senior leaders

Qualifications Required:
Experience: Completion of three years of undergraduate study strongly preferred.
Language: Level IV (fluent) speaking/writing/reading English is required.
Knowledge: Knowledge to include sustainability, green initiatives, law, environmental management, general knowledge on education and childcare field in the GTA, etc.
Skills/Abilities: Familiarity with Microsoft Word and Excel software systems and excellent computer skills for conducting research on the internet. Ability to produce quality reports and briefings under time pressure. Strong interpersonal skills.

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 at least ten (10) weeks in length, with a minimum of 20 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.