VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission to Canada
Public Affairs Intern (Calgary) *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 or related areas.
Posting Date: February 14, 2014 Application Closing date: March 14, 2014
Duration: May - August 2014

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 Calgary is offering an internship for one student for the summer 2014 semester in the Public Affairs 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 assists the Public Affairs team with media relations activities and in developing and implementing the U.S. Consulate's academic and cultural programs, including the International Visitor Leadership program, U.S. speaker programs, digital video conferences, school visits, book discussions and special events such as the Independence Day Celebration. Interns assist with daily media monitoring, distributing press releases, maintaining and updating of media contact databases, photo archives, generating content (news shorts, profiles/features and photos) for Consulate websites, and contributing to the U.S. Mission's social/new media activities, including the creation of podcasts, video/audio clips and monitoring the consulate's social media sites. The intern will also assist with distributing resource materials, identifying appropriate Canadian contacts for outreach activities, arranging meetings, responding to public requests for information and drafting correspondence. The Public Affairs team works closely with the political and economic unit and the intern will be given the opportunity to work on some political and economic issues as well.

Qualifications Required:

Experience: Must demonstrate potential to accomplish the type of work to be performed. Preference will be given to third or fourth year students.
Language: Level IV (fluent) speaking/writing/reading English is required. French is an asset.
Knowledge: Familiarity with media, government, academic and cultural institutions in the Alberta/Saskatchewan/NWT region. Ability to plan and implement programs and follow through with logistics (e.g. clearing visitors through Consulate security).
Skills/Abilities: Microsoft Word, Excel, database experience, reporting/interviewing techniques, basic photography, familiarity with internet/new media communications tools, and excellent writing and 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 six (6) weeks in length, with a minimum of 10 to 12 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;
- Certified transcript and written permission from the educational institute; 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: U.S. Consulate General Calgary, Management Office, 615 Macleod Trail SE, Suite 1000, Calgary, Alberta T2G 4T8
By Fax: (403) 266-8962
By Email: HROCalgary@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.