



**VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Consulate General Vancouver
2014 Winter Internship Opportunity
Public Affairs Office
*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.

Position: Public Affairs Office Intern

Posting Date: October 29, 2014

Application Closing date: Open until filled

Duration: January – April 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 Vancouver is offering internships for students for the winter 2014 semesters 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 a particular emphasis on British Columbia. The intern will monitor media and may work closely with U.S. diplomats to draft reports, prepare outreach programs and promote cultural exchange. The intern will also complete Administrative tasks as needed.

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: Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Word, Excel, Share Point, databases); good judgment and problem-solving skills; flexibility and a sense of humor. Solid experience with social media.

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.

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: Vancouver HR, #107 – 280 Nelson St. Vancouver, BC V6B 2E2

By Fax: 604-685-5285

By Email: vancouverhr@state.gov

If you are applying for more than one internship opportunity, you must submit separate application for each position.

*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.