



## 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, Management, International Business, Finance, Environmental Management, Communications, Political Science or Public Administration as well as related disciplines.

Posting Date: December 9, 2011

Application Closing date: January 18, 2012

Duration: April 30 to August 24, 2012

*\*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 one student for the summer 2012 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 will:

- Draft remarks and talking points for use by the Consul General and Public Affairs Officer;
- Arrange and monitor media interviews for senior level U.S. government officials, including the Ambassador;
- Prepare and attend representational events on behalf of the Public Affairs Section;
- Arrange meetings and support public outreach activities for Consulate Officers;
- Program visiting U.S. government sponsored speakers;
- Update the Public Affairs database;
- Monitor the print and broadcast media for reporting on the U.S.;
- Coordinate speaking engagements for Consulate Officers; and
- Other taskings as assigned by the Public Affairs Officer.

**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 contact databases such as Microsoft Outlook and Goldmine, knowledge of Microsoft Word and Excel.

***Skills/Abilities:*** Strong interpersonal skills, excellent computer skills for conducting research on the internet, 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; 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 24 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

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

- 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](mailto:ottawahr@state.gov)

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