



## 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 Management, Environmental Management or related areas.

Posting Date: November 8, 2011

Application Closing date: November 25, 2011

Duration: Winter/Spring 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 Winter/Spring 2012 semester 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 reporting directly to the Management Officer and be responsible for:

- Reviewing and becoming familiar with the USG's Green Diplomacy Initiative, its objectives and methodology;
- Advancing Consulate General Toronto's initiative to be certified under BOMA BEST;
- Developing recommendations and improvements in the initiative, to include education, participation and sustainability;
- Liaising with USG, GOC, provincial and local authorities and NGO groups, researching and recommending methodologies which may assist in the development of our greening initiative;
- Reviewing and charting energy consumption and establishing metrics to measure;
- Recommending and implementing use of technology to measure and identify environmentally-friendly opportunities;
- Developing a broad understanding of office support logistics, opportunities and challenges these offer vis-à-vis Greening Initiative; and
- Supporting efforts to develop future business locations that include the very best and most cost-effective Greening Initiatives.

#### **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 to include sustainability, green initiatives, law, environmental management.

***Skills/Abilities:*** Interpersonal, written and verbal communication skills; organizational skills; excellent computer skills for conducting research on the internet; knowledge of Word, Excel, Outlook, databases; ability to produce quality reports and briefings under time pressures.

#### ***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 14-16 weeks in length, with a minimum of 20 hours per week. Work schedules are at the discretion of the Supervisor.

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

**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: 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>.