

VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM

U.S. Consulate General Vancouver 2018 Summer Internship Opportunity MANAGEMENT SECTION INTERN *UNPAID INTERNSHIP*

*American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at https://ca.usembassy.gov/jobs/internships-for-u-s-citizens/.

The U.S. Consulate General Vancouver is offering the opportunity for students to intern for the Management Section during the summer 2018 semester (May to August).

Opening date: March 6, 2018 Closing date: March 13, 2018

These are unpaid internships; as such, interns will not be considered employees of the U.S. Government nor be entitled to payment for their services.

Explore Your Interests

Are you a Business, International Studies, Administrative, Communications, or Political Science Major looking for first-hand experience in a government office? Are you interested in a challenging and varied work environment that provides the opportunity for personal and professional growth? This dynamic internship offers the unique opportunity to work closely with the Management Section at the U.S. Consulate in Vancouver.

The Management Section enables the day-to-day operations of the Consulate with the responsibility of budgeting, purchasing, organizing housing and travel for diplomats, and maintaining government assets and infrastructure. As an intern, you will be able to explore and provide support to a vast array of departments including Human Resources, Finance, the Community Liaison Office, and the General Services Office. You may assist in supply purchasing and receiving, organize and execute Consulate events, or collect data on housing and the cost of living in the Lower Mainland.

Develop Your Skills

This position offers ample opportunity for personal and professional growth. From juggling multiple projects and learning to prioritize, to honing your computer skills through website maintenance, to building strong interpersonal and professional relationships with colleagues, contractors, and outside vendors, you will have the chance to challenge and develop your skills.

Expect the Unexpected

You might meet with contractors at the Consulate-owned residence to address maintenance issues, give a staff presentation on emergency preparedness, update the Consulate's internal inventory database, and conduct research on recent Lower Mainland crime statistics – all in the same day! You will tackle tasks as they come up, while also working on long-term projects such as research, data input and analysis, and event-planning. You must be ready to take initiative, be flexible, and have fun with your work.

Previous interns have gone on to work for and participate in:

- Canadian Department of National Defence
- Environment Canada
- Japanese Exchange and Teaching Programme
- Youth Delegation to the United Nations Climate Change Conference
- Global Youth Trends Forum

Qualifications Required

Experience: Demonstrated potential to accomplish the type of work to be performed, including written correspondence, oral communication, and independent research.

Language: Level IV (fluent) speaking/writing/reading English is required.

Skills/Abilities:

- Interpersonal, written and verbal communication skills
- Organizational skills and ability to complete tasks in a timely fashion
- Ability to work as a team as well as independently
- Computer skills (Microsoft Word, Outlook, Publisher, and Excel are an asset)
- Good judgment and problem-solving skills

Additional Selection Criteria:

- Applicant must be enrolled part-time or more in a trade school, technical or vocational institute, college, university
 or comparable recognized educational institute in the field of business, communications, liberal arts, or international
 relations
- Candidate must have completed at least two years of university-level work
- 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 twelve (12) weeks in length, full time (40 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: Vancouver HR, #107 – 280 Nelson St. Vancouver, BC V6B 2E2

By Email: vancouverhr@state.gov

By Fax: 604-685-5285

If you are applying for more than one internship opportunity, you must submit separate applications for each position. *Application documents can be found online at https://ca.usembassy.gov/jobs/internships-for-canadian-citizens/.

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