

VACANCY ANNOUNCEMENT FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM

U.S. Consulate General Vancouver 2018 Summer Internship Opportunity PUBLIC AFFAIRS SECTION *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 seeks dynamic and motivated student interns for the summer 2018 semester (May to August) in the Public Affairs Section.

Opening date: January 12, 2018 Closing date: February 12, 2018

These are unpaid internships so the Intern will not be an official employee of the U.S. Government nor entitled to payment for service.

Make an Impact

As a Public Affairs Intern, you will play an integral role in conveying the Consulate's voice in Vancouver. From monitoring and managing the Consulate's social and traditional media, to planning, attending and reporting on local Consulate events, to researching media and cultural issues related to the U.S. and Canada, and to British Columbia in particular, your work will contribute to both the Consulate's knowledge of, and presence in, Vancouver. If Communications, Journalism, International and Public Affairs, or Political Science interests you, this internship can provide valuable hands-on experience relevant to your future career aspirations.

Hone Your Skills

This position demands your greatest flexibility, initiative, and innovation. This internship also requires self-direction and creative foresight; we want to see what you can bring to our office. You will manage a wide range of social media projects, research, and various writing tasks, and may work closely with U.S. diplomats to draft reports, prepare outreach programs, and promote cultural exchange programs. You may also update databases, compile contact lists, and reach out to potential or existing partnering contacts.

Extend Your Career

Your work with the Public Affairs Section offers an exclusive opportunity to begin building your own professional network. You may have the chance to represent the Consulate and the U.S. government at outreach events and receptions, partake in discussions with government officials, specialists, and other students who share your interests!

Previous interns have gone on to work or study at:

- Private sector companies including Slack, RBC, and Laura Balance Media Group
- Government of Canada including Indigenous and Northern Affairs Canada and Canadian Heritage
- NGOs and non-profits

Qualifications Required

Experience: Demonstrated potential to accomplish relevant tasks.

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

Knowledge: Knowledge of public relations and working with the media, and a familiarity with the Canadian cultural and media landscape, with particular emphasis on Vancouver and British Columbia.

Skills/Abilities:

- Strong social media skills (e.g. Twitter, HootSuite, Facebook, Instagram and YouTube)
- Photography and video skills
- Interpersonal, written and verbal communication skills
- Organizational skills, including the ability to prioritize many projects at once
- Ability to work with a team, as well as independently
- Computer skills (Word, Excel, databases, Photoshop, Canva and SurveyMonkey would be an asset)
- Good judgment, and problem-solving skills

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Candidates must be enrolled part-time or more in a trade school, technical or vocational institute, college, university, or comparable recognized educational institute;
- Candidates 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. The chosen applicant's start date is contingent on the completion of these items.

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;
- O 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 to participate in the Intern program; 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, #107 – 280 Nelson Street Vancouver, BC V6B 2E2

By Fax: 604-685-5284

By Email: <u>vancouverhr@state.gov</u>

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.