



**VACANCY ANNOUNCEMENT FOR  
FOREIGN NATIONAL STUDENT INTERN PROGRAM  
U.S. Mission to Canada**

**Public Affairs Intern (Calgary) \*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 or related areas. Candidate must have completed at least two years of university-level work.

Posting Date: April 8, 2016

Application Closing date: Open until filled

Duration: May – August, 2016

***\*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 Calgary is offering an internship for one student for the summer 2016 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:**

Primary duties include media monitoring and media relations, social media management and preparing social campaigns, event and program planning, and attending and reporting on local Consulate events and researching media and cultural issues related to the U.S. and Canada. The intern may assist to draft reports, prepare outreach programs and promote cultural exchange programs. The intern will also complete administrative tasks as needed. Other tasks include but are not limited to database updates, compiling contact lists, reaching out to potential/ existing partnering contacts and responding to public inquiries.

**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:*** Familiarity with media, government, academic and cultural institutions in the Alberta/Saskatchewan/NWT region.

***Skills/Abilities:*** Strong social media skills (e.g. Twitter, HootSuite, Facebook); photography and video skills; strong interpersonal, written and verbal communication skills; reporting/interviewing techniques; computer skills (Microsoft Office, data bases, Photoshop, SharePoint); good judgement and problem-solving skills; willingness to learn, flexible and a sense of humor.

**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 be able to provide letter from institute stating that student will be receiving academic credit for internship;
- 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, 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;
- Letter from academic institute permitting student to participate in unpaid internship and stating that the student will be receiving academic credit; 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: U.S. Consulate General Calgary, Management Office, 615 Macleod Trail SE, Suite 1000, Calgary, Alberta T2G 4T8

By Fax: (403) 266-8962

By Email: HROCalgary@state.gov

**\*Application documents can be found online at <https://ca.usembassy.gov/jobs/internships-for-canadian-citizens/>**