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, Communications, Political Science or Public Administration, as well as related disciplines.

Posting Date: May 31, 2016 Application Closing Date: Open until filled

Duration: September – December, 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 Toronto is offering an internship for the fall 2016 semester in the Public Affairs Section. This is an unpaid internship; as such, an 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 Foreign National Student Intern will work in the Public Affairs Section at the U.S. Consulate General in Toronto. The intern reports directly to the Public Affairs Section Chief and will receive guidance from the Cultural and Media specialists on specific projects. The intern will:

- Fall 2016 projects will focus on programming specific to the U.S. Elections, the promotion of U.S./Canada Educational Exchanges and the coordination of U.S. government sponsored speaker programming across the Greater Toronto Area
- Draft remarks and talking points for use by the Consul General and Public Affairs Officer.
- Conduct research on a variety of U.S.-Canada related topics.
- Assist in arranging and monitoring 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.
- Assist in programming visiting U.S. government sponsored speakers.
- Update the Public Affairs database.
- Monitor and post to social media platforms under the PAO's supervision.
- Coordinate speaking engagements for Consulate Officers.
- Other tasks as assigned by the Public Affairs Officer

Qualifications Required:

Experience: Completion of three years of undergraduate study strongly preferred;

Language: Excellent English written and oral communication skills are required.

Knowledge: Familiarity with Microsoft Word and Excel software systems and excellent computer skills for conducting research on the internet. Familiarity with contact databases such as Microsoft Outlook and Goldmine. Familiarity with Social Media platforms such as Facebook and Twitter.

Skills/Abilities: Strong interpersonal skills 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;
- 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 a minimum of 10 weeks, if participated on a full time basis. 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;
- Written permission from the educational institution to participate in the internship 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: Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4; or

By Email: TrtHR@state.gov

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

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