VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada
Public Affairs Section (Montreal) *UNPAID INTERNSHIP*

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled 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, Social Sciences, Humanities or related areas. Candidate must have completed at least two years of university-level work.

Posting Date: July 18, 2016 Application Closing date: August 26, 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 http://canada.usembassy.gov/about-us/human-resources/internships.html.

The U.S. Consulate General Montreal is offering internships for students for the winter 2017 (January-April) semester in the Public Affairs Section. These are unpaid internships; 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: Duties include but are not limited to working closely with U.S. diplomats and professional staff to: research media and cultural issues related to the U.S. and Canada (with particular emphasis on Quebec and Montreal); draft reports and memoranda; monitor and report on media and social media; create and manage outreach projects; create content for the Consulate's Facebook page and Twitter feed; promote academic and cultural exchange programs.

Qualifications Required:

Experience: Demonstrated potential to accomplish the type of work to be performed.

Language: Fluent speaking/writing/reading English and French are required.

Knowledge: Knowledge of public relations and working with the media, project management, familiarity with the Montreal and Quebec cultural, media and social landscape.

Skills/Abilities: Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Office Suite, databases, MAC video editing software, etc.); good judgment and problem-solving skills; flexibility; solid experience with social media; and a sense of humor. Graphic design, photography/videography and other tech skills are definitely assets.

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;
- Preference will be given to applicants receiving course credit for the internship.

Applicants are expected to commit to an internship of 16 weeks in length, with an average of 30 hours per week. Because of the time commitment involved, we highly recommend a light course load to coincide with the internship. Work schedules are at the discretion of the supervisor and can be discussed once a formal offer is made.

To Apply:

Submit the following documentation:

- 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 from the educational institution;
- Letter of recommendation from the internship coordinator or a professor at the educational institution; and
- If non-Canadian, copies of valid study permit AND valid work permit issued by Citizenship and Immigration Canada, both documents must be valid through completion of the internship.

By Email: mtlhrintern@state.gov By Fax: (514) 398-0973

By Mail: Management Office, U.S. Consulate, 315 place D'Youville, Box 500, Montreal, Quebec H2Y 0A4

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