



Department of State Foreign National Student Intern Program
Political and Economic Section – Political Analyst Internship

Application Closing Date:

- September 23, 2016 for an internship in Winter 2017

The United States Consulate General Montreal is offering **one** political internship for students in the Political and Economic Section **to support the U.S. Consulate General Montreal political team to analyze Quebec political issues**. This is an **unpaid internship** for a minimum of 10 weeks in length. Weekly work schedules are flexible, but a minimum of 20 hours a week is required. Full time, 37.5 hours a week, is preferable. A preference is given to the students who obtain credits for the internship.

Duties of the position:

- Provides research and analysis on **U.S.-Canada issues and Quebec political developments**, with an emphasis on the Montreal region; Drafts reports, cables, and briefing memos, for Consulate, Embassy and Washington officials on topics of interest and based on post reporting plan;
- Helps draft remarks and provides logistical support for consular events and official visits.
- Other duties as assigned by the Political/Economic Specialist.

Qualifications Required:

Studies: Political Science, communication, journalism, international affairs, social sciences, humanities or related areas. Studies in other fields will also be considered on a case by case basis.

Experience: Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.

Knowledge: Applicants must possess good knowledge of **provincial and local history, politics, and issues and their impact on policymaking between the United States and Canada**.

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

Skills/Abilities: Research skills; written and verbal communication skills; organization skills; interpersonal; ability to work as part of a team as well as independently; computer skills; good judgment and problem-solving skills; initiative; flexibility and a sense of humor.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of the appointment;
- Applicant must be in good academic standing at current educational institute and;
- Applicant must also pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance;
- Non-Canadian or permanent residents must possess a valid working permit at the time of their application.
- 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>

To Apply:

- Completed [Application Form](#);
- [Statement of Interest](#) outlining objectives/motivations seeking an internship. The statement must address with concrete examples the qualification requirements and **must address the candidate's knowledge of Quebec and U.S. ties**;
- One letter of recommendation from the educational institution supporting participation in the internship program;
- If non-Canadian, copies of valid work permit or other valid documents issued by Citizenship and Immigration Canada which provides with legal status in Canada to undertake an unpaid internship.

*Incomplete applications will not be considered.

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By Mail:

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