VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Consulate General Vancouver
2017 Winter Internship Opportunity
ECONOMIC/COMMERCIAL INTERNSHIP
UNPAID INTERNSHIP

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled part-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of business or international affairs or related areas. Candidate must have completed at least two years of university-level work.

Posting Date: Immediate Application Closing date: Open until filled

Duration: Winter 2017 Semester (January to April)

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 in Vancouver is offering internship opportunities for the Winter 2017 semester. These are unpaid internships; as such, the Interns will not be considered employees of the U.S. Government nor be entitled to payment for their services.

Duties of the Position: The U.S. Department of State places a priority on economic and commercial relationships in United States foreign policy. Candidate will work closely with U.S. Diplomats and the U.S. Foreign Commercial Service to draft reports on emerging political and economic issues, and on projects relating to U.S./Canada trade development. Intern responsibilities may include: drafting briefing papers, bios, and talking points; conducting market research and preparing market reports; drafting replies to trade inquiries; promoting trade events and recruiting Canadian companies for the participation in trade events; and facilitating connections for U.S. companies seeking commercial opportunities in Canada.

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 Canadian economic and political landscape, with particular emphasis on British Columbia.

Skills/Abilities: Interpersonal, written and verbal communication skills; organizational skills; ability to work as a team as well as independently; computer skills (Word, Excel); good judgment and problem-solving skills; flexibility 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
- 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, 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;
- 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;
- 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; and
- Writing sample: Attach a brief, concise writing sample. Examples include briefing reports prepared in class, summaries of major political or economic issues, policy recommendations, or excerpts from longer research papers.

By Mail: Vancouver HR, #107 – 280 Nelson St. Vancouver, BC V6B 2E2

By Fax: 604-685-5285

By Email: vancouverhr@state.gov.

If you are applying for more than one internship opportunity, you must submit separate application for each position.

*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.