



**VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Consulate General Vancouver
2021 Spring Internship Opportunity
PUBLIC AFFAIRS SECTION – PUBLIC DIPLOMACY
*UNPAID INTERNSHIP***

** American citizens are not eligible to apply for this internship. American students 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 Vancouver is offering internships for students for the **Spring 2021 semester (January to April)** in the Public Diplomacy Section.

Opening date: October 4, 2020

Closing date: November 4, 2020

This internship is unpaid; as such, interns are not considered employees of the U.S. Government and will not receive payment for their service.

Make an Impact - Tired of tasks that don't put your skills to best use? PA interns engaged in public diplomacy play important roles helping to convey U.S. foreign policy for U.S. Consulate General Vancouver. Interns monitor and create compelling content for our social and traditional media; plan, attend and report on Consulate outreach; and research media and cultural issues related to the U.S. and Canada. That's not all, though, and each session differs from its predecessor. Previous interns have assisted with plans at major conferences; learned how to manage and implement successful outreach events from conception to implementation; performed research and wrote papers that helped inform policy; designed social media campaigns; and much more. If Communications, Marketing (digital or traditional), Journalism, International Relations and/or Public Affairs, or Political Science interest you, this internship will provide valuable hands-on experience relevant to your future career aspirations.

Hone Your Skills - This position demands your greatest flexibility, initiative, and innovative mindset. We welcome new ideas and encourage creative excellence! Individuals who enjoy self-direction and exhibit creative foresight will thrive and grow with us. You will manage a range of social media projects, research, and various writing tasks, and will work closely with U.S. diplomats to draft reports, prepare outreach programs, and promote cultural exchange programs. Sure, sometimes you'll do tasks like updating databases, compiling contact lists, and learning how to cold call new contacts, but you'll also hear senior officials up close and share your own views in return. When important events take place in Vancouver – a foreign ministerial, for example – we might ask you to take on work often delegated to diplomats. (Full disclosure: You probably won't conduct negotiations...yet.)

Build Your Career - Your work with the Public Affairs Section offers an exclusive opportunity to begin building your own professional network as well. If you would like to know more about building and developing professional relationships and networks, this is a great place for you. You may have the chance to represent the Consulate and the U.S. government at outreach events and receptions, partake in discussions with government officials, specialists, and other students who share your interests!

Previous interns have gone on to advanced academic study or work at:

- Private sector companies including Slack, RBC, and Laura Balance Media Group
- Government of Canada including Global Affairs, Indigenous and Northern Affairs Canada, CBSA, and Canadian Heritage
- NGOs and non-profits

Qualifications Required

Experience: Demonstrated potential to accomplish relevant tasks.

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

Knowledge: Basic knowledge of public relations and working with the media, and a familiarity with the Canadian cultural and media landscape with particular emphasis on British Columbia and Yukon Territory.

Skills/Abilities:

- Strong social media skills (e.g. Twitter, HootSuite, Facebook, Instagram)
- Photography and video skills
- Interpersonal, written, and verbal communication skills
- Organizational skills, including the ability to prioritize many projects
- Ability to work with a team, as well as independently
- Computer skills (Word, Excel, Adobe Creative Suite, Canva, and SurveyMonkey)
- Good judgment and problem-solving skills

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Candidates must be enrolled at least part-time in a trade school, technical or vocational institute, college, university, or comparable recognized educational institute;
- Candidates must have completed at least two years of university-level work;
- 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. The chosen applicant's start date is contingent on the completion of these items.

Applicants commit to an internship of at least twelve (12) weeks in length, full time (40 hours per week). Work schedules are at the supervisor's discretion.

To Apply:

Submit the following documentation prior to closing date of the Vacancy Announcement:

- Completed Application form (link below);
- 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; 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 Email: VancouverHR@state.gov

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

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

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