



**VACANCY ANNOUNCEMENT FOR  
FOREIGN NATIONAL STUDENT INTERN PROGRAM  
U.S. Consulate General Vancouver  
Spring 2022 Internship Opportunity  
POLITICAL/ECONOMIC INTERNSHIP  
\*UNPAID INTERNSHIP\***

*\*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 Vancouver is offering TWO internships for students for the **Spring 2022 semester (January to April)** in the Political/Economic Section.

**Opening date: October 4, 2021**

**Closing date: November 4, 2021**

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.

*Due to the current exceptional circumstances surrounding the pandemic, **interns should anticipate the possible need for teleworking in some capacity**. Given the fluid and unpredictable nature of the situation, it is challenging to predict when a full return to the office will occur. Recent months have proven that projects by our interns can still be successfully completed remotely, and we expect this term to be a telework-office hybrid environment.*

**Get Involved in Diplomacy**

Your work will have a tangible impact on the relationship between the United States and Canada. From analyzing the billions of dollars in trade and investment across the 49<sup>th</sup> parallel, to tracking provincial energy and environment policies, to writing speeches for the Consul General, your work goes directly towards informing policy-makers at our Embassy in Ottawa and in Washington, D.C. You will research and draft diplomatic cables (i.e. analytical reports) on major political and economic developments, as well as prepare briefing notes, talking points, and remarks for senior U.S. government officials. You will also support U.S. government officials at major events, and undertake commercial outreach and research for the U.S. Foreign Commercial Service. If you are studying political science, international relations, economics or a variety of other subjects, this internship will provide you with hands-on experience in diplomacy beyond what is taught in classrooms.

**Explore Your Interests**

You will be responsible for a wide range of research and writing tasks spanning various topics as they pertain to your own interests and the U.S. State Department's priorities. You are encouraged to propose topics you feel passionate about investigating. Past interns have explored:

- Trends in U.S.-Canada trade
- Vancouver tech sector growth
- Federal, provincial and territorial politics in the consular region of BC and Yukon
- Natural resource and energy development
- Arctic and northern issues in Yukon
- Environmental issues and sustainability
- Opioid crisis in Greater Vancouver
- Indigenous issues in BC and Yukon
- Climate action policy and green tech innovation

**Extend Your Career**

As an intern, you will represent the Consulate and the U.S. Government at outreach events and receptions, and will attend meetings and conferences with stakeholders in various sectors. You are able to partake in discussions with senior officials from the municipal, provincial, and federal governments, as well as with prominent local political, economic, and other actors from a variety of backgrounds. Through these opportunities you will be able to build your own professional network.

Previous interns have gone on to work or study at:

- Global Affairs Canada
- BC Provincial Government
- Department of National Defence
- Crown-Indigenous Relations & Northern Affairs Canada
- Immigration, Refugees & Citizenship Canada
- Environment & Climate Change Canada
- Innovation, Science and Economic Development Canada
- Fisheries and Oceans Canada
- Members of Parliament Offices in Ottawa
- Woodrow Wilson International Center for Scholars
- Institute for Resources, Environment and Sustainability
- Consulate General of Mexico
- Harvard, UBC, & McGill Law Schools
- KPMG

### **Complete Experience**

You might finish off a speech on U.S. trade policy in the morning, prepare a briefing for the Consul General on the latest provincial election polls before lunch, and then start researching a cable on the city's new sustainability strategy, all before going over to the Consul General's residence to attend an evening reception. The position will demand your best researching, writing, public speaking, and networking skills.

*From a recent Political/Economic Intern:*

"Whether you are interested in economic or political issues or just want to understand what it takes to make governments and businesses run, then an internship with the U.S. Consulate General is one that you will certainly not regret. In the span of only four months, I've had opportunities ranging from organizing events and engaging with important figures in business and politics, to researching and drafting timely cables to inform higher-ups of emerging issues. As you work along with other interns and your encouraging supervisors to support the operations of the Consulate, you will gain the essential skills of communication and teamwork as well as a host of other experiences that will enable you to be successful in your future pursuits. As a Political/Economic intern, I discovered my interest in indigenous issues and honed my skills in writing and analysis. Since then, I have taken my valuable experiences at the Consulate to a successful placement and extension with Crown-Indigenous Relations and Northern Affairs Canada."

### **Qualifications Required**

**Experience:** Demonstrated potential to accomplish the type of work to be performed, including experience writing and conducting independent research.

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

**Knowledge:** Familiarity with the economic and political landscape in British Columbia and the Yukon.

**Skills/Abilities:**

- Excellent interpersonal, written and verbal communication skills
- Organizational skills
- Ability and enthusiasm to work as part of a team, as well as independently
- Computer skills, especially Microsoft Word and Excel

- Good judgment and problem-solving skills
- Interested in professional networking
- Flexibility and the ability to prioritize and multitask

***Additional Selection Criteria:***

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be enrolled part-time or more in a university, college, trade school, technical or vocational institute, or comparable recognized educational institute;
- 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 weeks in length, (preferably 16 weeks), 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 Email: [VancouverHR@state.gov](mailto: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 Canada is an equal opportunity employer.***