



**VACANCY ANNOUNCEMENT FOR  
FOREIGN NATIONAL STUDENT INTERN PROGRAM  
U.S. Consulate General Vancouver  
2022 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/>.*

*In light of the current exceptional circumstances surrounding the pandemic, interns should anticipate the possible need for **telecommuting 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 at home, and we expect this term to be a telework-office hybrid.*

The U.S. Consulate General Vancouver is offering internships for students for the **Spring 2022 semester (January to April)** in the Public Diplomacy Section.

**Opening date: October 4, 2021**

**Closing date: November 4, 2021**

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

**Hone Your Skills and Build Your Career** - Public Affairs interns play a critical role conveying U.S. foreign policy to the public. Interns create compelling content for social media accounts, including drafting posts and executing video shoots. They work closely with U.S. diplomats to draft policy-related reports, and promote and execute policy-related outreach events. Interns also help organize and execute work with the media, including drafting press releases and preparing principals for interviews. This internship is guaranteed to provide hands-on, substantive work experience that any student interested in diplomacy, politics, international relations, journalism, communications or marketing will love.

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

**Required Qualifications**

**Experience:** Demonstrate potential to accomplish relevant tasks

**Language:** Level IV (fluent) speaking/writing/reading English is required; Mandarin or Cantonese speaking/writing/reading language skills a bonus (but not required)

**Knowledge:** Basic knowledge of public relations, social media and/or working with the media, and a familiarity with U.S. foreign policy

***Skills/Abilities:***

- Strong writing skills are required
- Organizational skills, including the ability to prioritize many projects
- Strong social media skills (e.g. Twitter, HootSuite, Facebook, Instagram)
- Photography and video skills
- Interpersonal and verbal communication skills
- Ability to work with a team, as well as independently
- 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](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 to Canada is an equal opportunity employer.***