VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada
Public Affairs Section (Toronto) *UNPAID INTERNSHIP*
Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university, or comparable recognized educational institute in the field of International Relations, Communications, Political Science or Public Administration, as well as related disciplines.
Position: PA Intern – *UNPAID INTERNSHIP*
Posting Date: May 31, 2022
Duration: September to December 2022
Application Closing date: Open until filled

*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 Toronto is offering an internship for the Fall/Winter 2022 semester in the Public Affairs Section. This is an unpaid internship; as such, an intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service. The Foreign National Student Intern will work in the Public Affairs Section at the U.S. Consulate General in Toronto. The intern will report directly to the Public Affairs Section Chief and will receive guidance from the Public Engagement and Strategic Content Coordinators on specific projects of interest.

Successful interns may have the opportunity to extend their experience on a full or part-time basis. Considering the exceptional circumstances surrounding the pandemic, interns should anticipate the need to telecommute in some capacity.

Duties of the Position: The Foreign National Student Intern will work in the Public Affairs Section at the U.S. Consulate General in Toronto. The intern will report directly to the Public Affairs Section Chief and will receive guidance from the Public Engagement and Strategic Content Coordinators on specific projects of interest.

Skills/Experience:
- Excellent English written and oral communication skills
- Completion of three years of undergraduate study strongly preferred
- Teamwork and interpersonal skills
- Familiarity with Microsoft Office and contact databases
- Research and analytical skills
- In depth knowledge of social media platforms such as Facebook, Twitter, and Instagram
- Photo, video editing, and graphic design skills are preferable
- Ability to produce quality reports and documents under time constraints
- Preference will be given to candidates with knowledge of the U.S.-Canada historical context and relations

Responsibilities:
Fall 2022 projects will focus on outreach specific to the promotion of the U.S.-Canada bilateral relationship, social media messaging campaigns, and the coordination of U.S. government-sponsored virtual engagement programs across Ontario. Interns would have the opportunity to assist on these projects. Specific responsibilities would entail:
- Research and drafting of background briefing materials for meetings, speaking engagements, and public outreach activities
- Drafting of remarks and talking points for use by the Consul General and Public Affairs Officer on various bilateral topics
- Conducting research on a variety of U.S.-Canada related topics including culture and education, media landscape, trafficking in persons, cross-border trade, health, science, sports diplomacy, human rights, etc.
- Assisting with monitoring news and arranging media interviews for U.S. government officials
- Assisting with the coordination of representational events on behalf of the Public Affairs Section
- Arranging virtual meetings, speaking engagements, and supporting public outreach activities for Consulate officers
- Assisting in programming U.S. government sponsored speakers
- Updating Public Affairs contact databases
- Assisting with the drafting and design of social media strategies and campaigns

The U.S. Mission Canada is an equal opportunity employer.
- Helping to monitor and develop content for social media platforms
- Supporting Public Affairs Coordinators in developing informational and creative outreach material including press releases, brochures, posters, and videos

**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.
- 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 a minimum of 10 weeks, if participating on a full-time basis. 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;
- Written permission from the educational institution to participate in the internship 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 Mail:** Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4; or
**By Email:** TrtHR@state.gov

*Application documents can be found online at [https://ca.usembassy.gov/embassy-consulates/jobs/](https://ca.usembassy.gov/embassy-consulates/jobs/)*