



**VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
Political/Economic Section at U.S. Consulate General Toronto 2020
*UNPAID INTERNSHIP***

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, vocational institute, college, university or comparable recognized educational institute in the field of International Relations, International Business, Finance, Communications, Political Science or Public Administration as well as related disciplines.

Position: Political/Economic Reporting Office

Intern ***UNPAID INTERNSHIP***

Posting Date: Thursday, October 8, 2020

Application Closing date: Open until filled

Duration: January-April 2021

****American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>.***

The U.S. Consulate General Toronto is offering a ten-week internship for the Winter 2021 semester in the Political/Economic Section. This is an unpaid opportunity; interns will not be considered U.S. Government employees. **Students intern will be work-from-home and that the Consulate follows strict Ontario and USG COVID protocols.**

Duties of the Position: The Student Intern will work in the Political/Economic Section at the U.S. Consulate General in Toronto. In support of U.S. interests and objectives, you will help the political team track and report on provincial politics and policies as they work with local government and NGO partners to address issues such as trafficking in persons, countering violent extremism, the environment, and cybersecurity. You will help the economic team analyze developments and trends in finance, technology, energy, manufacturing, trade, innovation, and threats to intellectual property.

Qualifications Required:

Experience: Completion of two years of post-secondary study in a related field strongly preferred

Knowledge: Demonstrable knowledge of federal and provincial political and economic environment, current events

Language: Excellent written English and oral communication required

Skills/Experience

- Excellent internet research and ability to work with Microsoft productivity suite
- Ability to manage multiple tasks and complete projects under tight deadlines
- Team player with record of collaboration and strong attention to detail

Responsibilities

- Conduct research on issues of interest to the U.S. government, as assigned; for example, Ontario policies impacting U.S. businesses, trade, and the environment; diaspora community engagement.
- Prepare summary reports for U.S. Consulates in Canada, U.S. Embassy Ottawa, and Washington, DC policymakers.
- Attend events relevant to the section's work such as roundtables, conferences, receptions, and information sessions hosted by government, academia, NGOs, and private sector.
- Provide administrative and scheduling support; prepare briefings for leadership.

Additional Selection Criteria:

- Must be at least 18 years of age at the time of appointment
- Must be in good academic standing at current educational institute
- Must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess medical insurance

To Apply:

- Completed Application form;
- Statement of interest outlining motivation, coursework, and other relevant experience
- Written permission from your educational institution to participate in the internship program; and
- If non-Canadian, copies of a valid study permit or other documents issued by Citizenship and Immigration Canada which provide 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

<http://canada.usembassy.gov/about-us/human-resources/internships-for-canadian-citizens-permanent-residents.html>