SPAIN - EMBASSY OF CANADA TO SPAIN

Number of Placements: 3

Placement Site: Madrid, Spain

URL: www.spain.gc.ca

**Field/Subject Area:**

Open to all York students who meet the eligibility criteria

**Position Description:**

The General Relations, Political and Public Affairs Section intern will have an opportunity to get acquainted with the workings of an Embassy and to contribute to promoting Canada's image and interests in Spain. S/he will work on different tasks to support the public affairs program (including cultural and academic relations), media relations, political affairs and commercial affairs, as needed.

The Intern will also assist the Trade Commissioners in their role in promoting key Canadian industries and Canada as an investment location, help in the development of presentations and documents, write reports on specific industries or on general economic issues, and may have the opportunity to attend conferences, meetings and trade shows.

**Tasks/Duties:**

* Participating in the production of a daily press review (in English or French);
* Participating in the production of the Embassy's news bulletin (in Spanish);
* Participating in the production of reports and analyses on Spain's economic and political situation;
* Answering questions from the Spanish public about post-secondary studies in Canada;
* Answering general requests for information about Canada;
* Producing/updating embassy communication tools (e.g. PowerPoint presentations);
* Translating documents (from Spanish to English or French);
* Assisting with the organization of official events and visits.
* Attending meetings and submit reports for Embassy staff or Canadian clients;
* Preparing trade commissioners for participation at trade shows and conferences;
* Assisting in the preparation of speeches and presentations to be delivered by Embassy staff including the Ambassador;
* Participating in the development of trade missions coming from Canada to Spain, or vice-versa;
* Conducting research regarding specific industry sectors for Canadian clients;

Expected work hours:

Working hours at the Embassy are 8:30am - 1pm and 2pm - 5:30pm from Monday to Thursday, and 8:30am - 2:45pm on Fridays, from September to July. In the month of August, working hours are 8:30am - 2:45pm all week. (The intern would be entitled to one day of leave per month.)

Preferred start date: Early to mid-May

**Qualifications/skills required:**

* Knowledge of standard software tools
* Strong communication skills, written and oral
* Strong organizational skills, capacity to respect tight deadlines and to set priorities
* Flexibility and creativity
* Independent and resourceful
* Good knowledge of Canada

**Language requirements:**

Bilingual French/Spanish or English/Spanish (with a good knowledge of the third language)

**Highlights of Organization/background information:**

The Embassy represents Canadian interests in Spain and Andorra.