

EMBASSY OF CANADA TO GERMANY – PUBLIC AFFAIRS

Number of Placements: 1

Location: Berlin, Germany

URL: <http://www.germany.gc.ca>

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

The internship will be in the Public Affairs Section of the Embassy. The intern will be working closely with the Public Affairs officers, particularly working with officers dealing with the communications and advocacy coordination requirements of a large Canadian Embassy and two Consulates.

Specific tasks will include:

- Researching and drafting documents for Embassy/Consulate use and online publication;
- Drafting replies to incoming correspondence;
- Research for speeches on all areas of Canadian interest in Germany;
- Supporting the organization of advocacy and communications events, (invitations, guest lists, event and project assistance);
- Receiving and accompanying visitors to the Embassy;
- Working at the information desk of the Marshall McLuhan Salon, the Embassy's unique interactive resource for German students and public;
- Administrative support for VIP visits;
- Supporting the public affairs section by conducting various research tasks (mainly based on internet sources), drafting summaries and provide background material);
- Supporting the organization of events taking place at the Embassy, as well as official visits to Germany by Canadian delegations or guest speakers.

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

Expected work hours: 7.5 hours per day, 5 days a week

Preferred start date: May 1 or June 1

Qualifications/skills required:

- Knowledgeable about European and German cultural, political, educational system and German media, knowledgeable about Canadian current affairs and public policy priorities.
- Ability to work autonomously, but also be a team player, be a fast learner and have great attention to detail and organizational skills.
- Good computer literacy, internet research experience and willingness to familiarize oneself with the Embassy's internal computer programs.
- The ratio of research/organizational tasks is roughly 50-50%. Candidates should be able to multitask.

Language requirements:

Fluency in oral and written German, as well as in one of the two Canadian official languages (English or French, level C), and a good knowledge of Canada's other official language (level B)

Note:

Successful applicants must undergo a security clearance, details of which will be provided after the intern has been confirmed.

Highlights of Organization/background information:

The Embassy represents Canadian interests in Germany