

EMBASSY OF CANADA TO GERMANY – TRADE

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 Trade Section of the Embassy. The intern will be working closely with the Trade section officers, particularly working with promoting Canadian exports to Germany, attracting foreign direct investment to Canada, and leveraging cooperation between Canadian and German researchers.

Specific tasks will include:

- Researching Canadian capabilities in the sectors where there is potential to grow exports to Germany;
- Updating reports relevant to Canada's science and technology landscape;
- Assisting in the promotion of the Canada-EU Comprehensive Economic and Trade Agreement;
- Support the trade section by conducting various research tasks (mainly based on internet sources), drafting summaries and provide background material;
- Drafting documents for Embassy/Consulate use and online publication;
- Drafting replies to incoming correspondence;
- Research for speeches on all areas of Canadian commercial interests in Germany;
- Supporting the organization of trade events (invitations, guest lists, event and project assistance) taking place at the Embassy as well as official visits to Germany by Canadian delegations or guest speakers;
- Receiving and accompanying visitors to the Embassy.

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.
- Given that the work involves supporting several members of the team at the same time, candidates should be able to multitask.

Language requirements:

Preference for candidates who are fluent 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). However, candidates who do not have German language skills may also be considered.

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