

EMBASSY OF CANADA TO SPAIN – COMMERCIAL AND ECONOMIC SECTION

Number of Placements: 1

Placement Site: Madrid, Spain

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

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

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

Specific tasks will include:

- Conducting research regarding specific industry sectors for Canadian clients;
- Doing background research on international business and economic issues;
- Preparing trade commissioners for participation at trade shows and conferences;
- Assisting with the organization of official events and visits;
- Attending meetings and submit reports for Embassy staff and/or Canadian clients;
- Participating in the production of reports and analyses on Spain's economic situation;
- Producing/updating Embassy communication tools (e.g. PowerPoint presentations);
- Translating documents (from Spanish to English or French or vice versa);
- Assisting in the preparation of speeches and presentations to be delivered by Embassy staff including the Ambassador;
- Participating in the development of trade missions.

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 May

Qualifications/skills required:

- Candidates will first be screened by their languages skills;
- Candidates must have Canadian citizenship due to visa procedures with Spanish authorities.
- Candidates must be studying political sciences, international relations, media and communications and/or a related discipline at the graduate level or be in the final years of their studies at the undergraduate level;
- 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;
- Good knowledge of Canada.

Language requirements:

Fluency in Spanish; and fluent in one of Canada's official languages; fluency in all three languages will be considered an asset.

Highlights of Organization/background information:

The Embassy represents Canadian interests in Spain and Andorra.