

EMBASSY OF CANADA TO SPAIN - FOREIGN POLICY AND DIPLOMACY SERVICE

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 Foreign Policy and Diplomacy Service (FPDS) intern will have an opportunity to get acquainted with the workings of an embassy and to contribute to promoting the image of Canada in Spain. He or she will work to support the FPDS program, including public affairs, and bilateral and academic relations.

Specific tasks will include:

- Participating in the development and posting of materials for the embassy's social media channels; (in English, French and Spanish);
- Producing a daily media review;
- Answering questions from the Spanish public about Canada, including studying in Canada;
- Assisting with the organisation of, and logistics for, events promoting education in Canada, including fairs, information sessions and presentations);
- Conducting research and prepare briefing materials related to Spain-Canada bilateral relations;
- Translating documents.

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.