

# CANADIAN TRADE OFFICE IN TAIPEI – GENERAL RELATIONS

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**Number of Placements:** 1

**Location:** Taipei, Taiwan

**URL:** <http://www.canada.org.tw/>

## **Field/Subject Area:**

Open to all York students who meet the eligibility criteria.

## **Position Description:**

Under the general supervision of officers in the General Relations Section of the Canadian Trade Office in Taipei, the intern will contribute to political, economic and security analyses. Additional responsibilities may include public affairs events planning and implementation.

## **Specific tasks will include:**

- Monitoring Taiwan's political and economic landscape, provide input into/draft reports on trends and events affecting Canada's bilateral interests/activities in Taiwan;
- Creating content and seeking ways of improving the mission's social media platform and other communications tools;
- Assisting with the planning and delivery of incoming visits and mission events, including education promotion; and developing special projects and performing other duties as required.

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

**Expected work hours:** Monday to Thursday: 8:15am – 5pm; Friday: 8:15am - 12:45pm

## **Qualifications/skills required:**

- Candidates should be Canadian citizens or permanent residents with a minimum of two years of post-secondary related study, for instance in commerce, political science, economics, international business, pacific studies, or communications.
- Strong writing skills in English and/or French; strong Mandarin skills are an asset

- Adaptability, flexibility and ability to work independently
- Knowledge of Taiwanese, cross-strait or regional politics or political-economy is an asset.

### **Language requirements:**

Fluent English and French; Mandarin an asset

### **Highlights of Organization/background information:**

Canada is represented in Taiwan by the Canadian Trade Office in Taipei (CTOT), a locally-incorporated entity staffed by Canadian government and local Taiwanese personnel. The CTOT facilitates cooperation with Taiwan on trade and investment, science and technology, public policy issues, education and youth exchanges, arts and culture, and aboriginal affairs.