



**VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada
Political/Economic Section (Toronto) *UNPAID INTERNSHIP***

Open to: Non-U.S. Citizen Students*. Candidates must be enrolled half-time or more in a trade school, technical or vocational institute, college, university or comparable recognized educational institute in the field of International Relations, International Business, Finance, Communications, Political Science or Public Administration as well as related disciplines.

Position: POL/ECON Intern – ***UNPAID INTERNSHIP***

Posting Date: September 2019 **Application Closing date:** until filled

Duration: January - April 2020

****American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <https://ca.usembassy.gov/embassy-consulates/jobs/internships-for-u-s-citizens/>***

The U.S. Consulate General Toronto is offering an internship for the Winter/Spring 2020 semester in the Political/Economic Section. This is an unpaid internship; as such, an intern will not be considered an employee of the U.S. Government nor be entitled to payment for his/her service.

Duties of the Position: The Student Intern will work in the Political/Economic Section at the U.S. Consulate General in Toronto. The Political/ Economic Section engages and reports on a broad range of issues in support of U.S. interests and objectives. On the political side, the section tracks and reports on provincial politics and policies, and works with government and NGO partners to address issues such as trafficking in persons, countering violent extremism, the environment, cyber security, among other issues. On the economic side, the section analyzes and focuses on the finance, tech, and manufacturing sectors, bi-national trade, entrepreneurship and innovation, protections against fraud and counterfeit, and implications of shifting energy supply and demand patterns.

Qualifications Required:

Experience: Completion of three years of undergraduate study in a related field strongly preferred.

Language: Excellent English written and oral communication skills are required.

Knowledge: Excellent computer skills for conducting research on the internet, and working with software such as Microsoft Word, Excel and PowerPoint. Strong knowledge of Canadian federal and provincial political environment and current events.

Skills/Experience/Abilities: Excellent English written and oral communication skills.

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- Excellent computer skills for conducting research on the internet, and working with software such as Microsoft Word, Excel, and PowerPoint.
- Ability to produce results under tight deadlines.
- Strong attention to detail.
- Strong knowledge of the Canadian federal, provincial, and local political environments and current events.
- Strong knowledge or interest in Ontario's economic environment.
- Completion of two years of undergraduate study in a related field.

Responsibilities

- Conduct research and draft reports on Ontario issues of interest to the U.S. government, as assigned, for example policies impacting U.S. businesses, cross border trade and environmental policies, and diaspora communities and their impact on Ontario politics.
- Prepare short reports summarizing consulate activities and current events to be distributed to other U.S. Consulates, U.S. Embassy Ottawa, and Washington, DC.
- Prepare briefing papers for the Consul General ahead of meetings, to include scenarios, talking points, and biographies of interlocutors.
- Attend and/or report on events relevant to the section's work such as roundtables, meetings, receptions, and information sessions hosted by government agencies, universities, non-governmental organizations, and corporations.
- Provide administrative support to the Political/Economic Section.
- Update and maintain the Political /Economic Section's calendar of events.
- Arrange meetings and support activities for Consulate officers.

The U.S. Mission Canada is an equal opportunity employer.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of appointment;
- Applicant must be in good academic standing at current educational institute; and
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

Applicants are expected to commit to an internship of a minimum of 10 weeks, if participated on a full time basis, work schedules are at the discretion of the Supervisor.

To Apply:

- Completed Application form;
- Statement of Interest outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Written permission from the educational institution to participate in the internship program; and
- If non-Canadian, copies of a valid study permit or other valid documents issued by Citizenship and Immigration Canada which provides a student with legal status in Canada to undertake an unpaid internship.

By Mail: Management Office/HR, U.S. Consulate, 360 University Ave., Toronto Ontario M5G 1S4; or

By Email: TrtHR@state.gov

***Application documents can be found online at <https://ca.usembassy.gov/embassy-consulates/jobs/internships-for-canadian-citizens/>**