

**VACANCY ANNOUNCEMENT FOR
FOREIGN NATIONAL STUDENT INTERN PROGRAM
U.S. Mission, Canada – Consulate General Montreal
UNPAID INTERNSHIPS
2025**

Open to: Non-U.S. Citizen Students. Candidates must be enrolled in a trade school, technical or vocational institute, college, university, or comparable recognized educational institute and must have completed at least two years of university-level studies. The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

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

The U.S. Consulate General Montreal is offering internships for students in the **Human Resources, Public Diplomacy** and the **Political and Economic Affairs Sections**. These are unpaid internships; as such, interns will not be considered employees of the U.S. government nor be entitled to payment for their service.

Application Deadline:

Winter Semester: September 1-30, 2024

Summer Semester: December 1-30, 2024

Fall Semester: April 1-15, 2025

Qualifications Required for all Internships:

- Demonstrated potential to accomplish the type of work to be performed;
- Fluency in both English and French (selected candidates **may be tested** during the interview process);
- 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;
- Applicant must be able to pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.

Public Diplomacy Internship (Winter and Fall):

Specific duties include but are not limited to:

- Work closely with U.S. diplomats and professional staff to research media and cultural issues related to the U.S. and Canada (with particular emphasis on Quebec and Montreal);
- Draft reports, memoranda, and speeches;
- Monitor and report on media and social media trends;
- Create and manage outreach projects;
- Create engaging content for the Consulate's social media feeds (LinkedIn, Facebook, Twitter and Instagram);
- Promote academic and cultural exchange programs.

Specific qualifications required:

- Knowledge of public relations and working with the media; project management; familiarity with the Montreal and Quebec cultural, media and social landscape.
- Interpersonal, written and verbal communication skills; organizational skills; ability to work with a team as well as independently; computer skills (Office Suite, iMovie, Canva, etc.); good judgment and problem-solving skills; flexibility; solid experience with social media; graphic design, photography/videography and other tech skills are definitely assets, as is a good sense of humor.
- Preference will be given to applicants receiving course credits for the internship.

To Apply

Submit the following documentation, in **one single e-mail** to BlancqLE@state.gov.

Please properly label your e-mail in the **Subject line** with the wording:

PD (add your preferred semester) Internship, Given Name Surname.

- Completed and signed [Application form](#);
- Completed [Statement of Interest](#) outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript from the educational institution;
- Letter of recommendation from the internship coordinator or a professor at the educational institution; and
- If non-Canadian, copies of valid study permit AND valid work permit issued by Citizenship and Immigration Canada, both documents must be valid through completion of the internship.

Political and Economic Affairs Internship (Winter and Fall):

Specific duties include, but are not limited to:

- Monitor and report on media and social media stories of interest to the U.S.-Canada relationship (with particular emphasis on Quebec and Montreal);
- Draft diplomatic cables, reports, and briefing memos for officials in the Consulate, Embassy, and Washington on topics of interest and based on a reporting plan;
- Research and analyze U.S.-Canada political and economic developments, with an emphasis on the Montreal region; and
- Help draft remarks and provide logistical support for consulate events and official visits.

Specific qualifications required:

- Applicants must possess good knowledge of provincial and local history, politics, and issues and their impact on policymaking between the United States and Canada.
- Research skills, written and verbal communication skills, organizational skills, interpersonal skills, ability to work as part of a team as well as independently, computer skills, good judgment and problem-solving skills, and initiative.
- Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.
- Preference will be given to applicants receiving course credits for the internship.

To Apply

Submit the following documentation, in **one single e-mail** to EnoneR@state.gov for Winter semester and to SubissatiP@state.gov for Fall semester.

Please properly label your e-mail in the **Subject line** with the wording:

Pol-Econ (add your preferred semester) Internship, Given Name Surname.

- Completed and signed [Application form](#);
- Completed [Statement of Interest](#) outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript from the educational institution;
- Letter of recommendation from the internship coordinator or a professor at the educational institution; and
- If non-Canadian, copies of valid study permit AND valid work permit issued by Citizenship and Immigration Canada, both documents must be valid through completion of the internship.

Human Resources Internship (Winter and Summer):

Specific duties include, but are not limited to:

- Assists the Human Resources Office in the administration of Locally Employed Staff, U.S. Direct Hire, and Eligible Family Member services such as payroll, performance, training etc....
- Prepares onboarding packages for new employees;
- Collects data and assist in preparing reports for Management;
- Participates in setting up HR events and presentations;
- Drafts letters and other type of correspondence;
- Assists in maintaining an organized paper and electronic filing system;
- Updates the SharePoint with new information or forms, when needed.

Specific qualifications required:

- Applicants must possess basic knowledge of Human Resources Concepts.
- Written and verbal communication skills, organizational skills, interpersonal skills, ability to work as part of a team as well as independently, computer skills, good judgment, detail-oriented, problem-solving skills, initiative, and discretion.
- Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and/or professional experiences.
- Preference will be given to applicants receiving course credits for the internship.

To Apply

Submit the following documentation, in **one single e-mail** to MontrealHR@state.gov.

Please properly label your e-mail in the **Subject line** with the wording:

Management (add your preferred semester) Internship, Given Name Surname.

- Completed and signed [Application form](#);
- Completed [Statement of Interest](#) outlining objectives/motivations in seeking an internship and how one's academic courses and other experiences relate to the advertised position;
- Certified transcript from the educational institution;
- Letter of recommendation from the internship coordinator or a professor at the educational institution; and
- If non-Canadian, copies of valid study permit AND valid work permit issued by Citizenship and Immigration Canada, both documents must be valid through completion of the internship.