

Virtual International Learning Assignment With Global Affairs Canada at Consulate General of Canada - Seattle

Virtual Canada-U.S. Relations International Learning Assignment – Fall 2020/Winter/Spring 2021

The Consulate General of Canada, Seattle and University of Washington are opening the Virtual Canada-U.S. Relations International Learning Assignment for Fall 2020. The successful candidate will participate in a virtual capacity and not be located at the Consulate General's Seattle offices. The successful candidate will be responsible for having access to a computer and a high-speed connection to the internet.

Open to: UW undergraduate and graduate students who are either Canadian or dual nationals (U.S.-Canada) with an interest in Canada-U.S. relations, including political, economic, environmental, border security, defense, cultural and diplomatic elements that make it one of the most important and mutually beneficial bilateral relationships that the world has ever known.

Overview: Intern will work for 15 – 20 hours/week and the position is unpaid. The successful candidate must work remotely from the United States; some occasional hours may be required outside of normal working hours. UW students must enroll in an internship or independent learning course and earn credits in association with their internship. Students who wish Jackson School of International Studies credits may enroll for JSIS 497: Internship (C/NC) for up to 5 credits.

Deadline for Applications: November 13, 2020

Program Description

The International Learning Assignment Program provides interns with an opportunity to learn about Canada-U.S. relationship from Canadian Diplomats and Governmental Affairs experts. The successful candidate will be asked to engage in political and economic research; to support policy development and advocacy efforts; to think creatively and practically about digital diplomacy, among other related elements. For example, the successful candidate may be asked to update or develop the following:

- Bilateral Relations Briefs for WA, OR, ID and AK
- Political/Economic Relations Briefs for WA, OR, ID & AK
- Commercial Relations Briefs for WA, OR, ID and AK
- Digital Diplomacy efforts, including support for social media outreach and advocacy, virtual outreach concepts and a variety of other cutting-edge initiatives.

The program is intended to be a valuable educational experience which provides skills and knowledge for personal and professional growth.

All interns are retained on a non-remunerative basis. The Consulate operates on a typical schedule of 8:00AM to 4:30 PM, five days per week.

During the selection process, the Intern Program Coordinator will match internship applicants with positions that correspond to their education and interests. Candidates will be accepted from the following areas:

- **Political:**
 - Economic Affairs
 - Energy & Environment
 - Foreign & Defence Policy
 - Advocacy / Public Affairs
 - Congressional and Intergovernmental Affairs
 - Innovation or Data Studies
 - Communications (Media or Social Media Relations)

Unpaid Internship Eligibility Requirements:

1. Only Canadian (or dual Canada-U.S.) citizens and permanent residents may apply
2. Applicants must be enrolled at an accredited university or college, and be recognized as having full-time student status by their academic institution during the full period of the educational placement
3. Applicants must receive academic credit for the placement as part of their program of study
4. Applicants must be permitted to study in the U.S., either through U.S. citizenship or through possession of a valid visa in the US, i.e. student, F-1. US regulations do not permit the Consulate to sponsor US visas
5. Applicants must arrange for medical insurance through their school or parents, or they must purchase an individual (provincial) plan for the duration of their stay.
6. Selected candidates must complete a reliability screening before serving at Mission, which can take anywhere from 2-6 weeks.

Proposed Program Sessions

Fall: *September – December*

Winter: *January – March*

Spring: *March - June*

Summer: *July – August*

Application Requirements and Procedure

To be considered for an educational placement, applicants must complete an Application Form, and submit the following required documents:

- 1) **123Resume / CV** (.pdf format preferred)
- 2) **Letter of Interest** The letter of interest (1-2 pages) should state their goals and interests and why they are interested in serving at the Consulate General of Canada in Seattle. (.pdf format ONLY)
- 3) **Academic Transcript** An unofficial transcript is acceptable. (.pdf or .jpg format ONLY - .pdf format preferred)

4) **TWO Letters of Recommendation** TWO letters should be submitted on the applicant's behalf. (.pdf format preferred) Requirements for submission of each letter to include:

- a) Name/Title of person recommending Student
- b) Their Email Address
- c) Their Professional Affiliation
- d) Who they are submitting the letter on behalf of e) The Letter of Recommendation.

Applicants selected for phone interviews will be contacted by the program coordinator within 1 week following the submittal of their application.

Please send application to both: debra.holler@international.gc.ca and canada@uw.edu.

Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture.

Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Other Things to Consider:

The Consulate General of Canada takes no responsibility for visa, travel or accommodation issues.

The Consulate General of Canada takes no responsibility for computer, printing, internet or other technology requirements.

This internship opportunity is a joint partnership between the Consulate General of Canada, Seattle; the Canadian Studies Center in the Henry M. Jackson School of International Studies at the University of Washington (UW); and, UW's Career and Internship Center.