

## Internship Opportunity with The Consulate General of Canada in Detroit, Michigan Summer 2017

**LOCATION:** Consulate General of Canada, Detroit, Michigan

**DESCRIPTION OF HOST ORGANIZATION:** [The Consulate General of Canada in Detroit \(https://twitter.com/CanCGDetroit\)](https://twitter.com/CanCGDetroit) is part of a network of Canadian Government representation in the United States, which includes 15 Canadian offices and the [Canadian Embassy](#) in Washington D.C. The Consulate General represents Canada's interests in the states of Michigan, Ohio, Indiana & Kentucky (states with a combined population almost equal to Canada's; states that consume 15% of Canada's exports to the entire world). It is noteworthy to mention that 45% of all Canada-U.S. trade crosses the territory covered by the Detroit Consulate.

A new U.S. administration, the announcement of the renegotiation of the North American Free Trade Agreement (NAFTA), construction of the new Gordie Howe International Bridge connecting Windsor and Detroit; various Great Lakes-related issues; energy supply; agribusiness; border security; and supply chain/logistics issues – all are part of the important investment attraction/export promotion/foreign policy and advocacy efforts undertaken by the Consulate General. Academic relations, public affairs and consular services constitute other important elements of the Detroit office's activity. Consul General Douglas George, an experienced career diplomat, heads the office. He is supported by 18 full-time staff who combine many years of varied and rich experiences.

As the North American auto industry continues to rebound, Detroit's position as the epicenter of advanced engineering and manufacturing technology development supports overall economic recovery. The region is also emerging as an active incubator for information technology and application development. An explosion of new investment in the Downtown area has attracted a panoply of new cultural, culinary and entertainment venues and the cohort of young professionals that own, operate and patronize them. Many cities located on the Consulate General's territory are booming, attracting young and talented people. The energy in the Industrial Heartland of America is contagious.

The Consulate General of Canada is committed to make internship experiences rich and varied and to involve interns in the day-to-day activities, including meetings with external stakeholders when possible. This approach results in a learning experience that is extremely valuable, both for the Consulate General and the interns.

### **DUTIES/RESPONSIBILITIES OF INTERN:**

- Assist the Consul General, the International Business Development program and the Foreign Policy & Diplomacy Service with the organization and planning of policy or business-related outreach visits and programs.
- Conduct research on federal, state and local issues of interest to Canada.
- Research economic data and update/develop economic and business profiles.
- Conduct research on academic programs, conferences and professors of interest to Canada.
- Monitor developments and conducts research on one or some of the following areas: energy, environment, economics, security/border facilitation, and general Canada-US relations.
- Conduct research/supports program delivery in sectors of focus: automotive, defense, agribusiness, life sciences, and aerospace.

- Provide assistance with communications & social media programs, products and outreach.
- Undertake research and prepares briefing material on various issues.
- Provide logistical support for Canada-themed events and conferences.

**HOURS:** This is flexible depending on activities, but is normally 37.5 hours per week, for a period of 12 weeks. The internship duration is May to August (specific dates to be determined) 2017.

**MCGILL UNIVERSITY REQUIREMENTS:**

- Must be a McGill Arts undergraduate or graduate student;
- Returning to McGill in the fall following the internship;
- Must be receiving credit for the internship;
- Must be receiving a grant from the internship Office;
- Minimum CGPA of 2.7;
- Must fulfill the Arts Internship Office requirements. For more information download the AIO [Student Handbook](#)

**HOST ORGANIZATION REQUIREMENTS:** The program is open to students at colleges and universities in Canada who are pursuing full-time studies at the academic institution in which they are presently enrolled. Interns must also be enrolled in a program recognized by the Public Service Commission of Canada (PSC).

In addition, students must:

- Be a Canadian citizen
- Enrolled development studies, social sciences, economics, business/public administration and/or similar relevant discipline
- Read, write and speak English; French proficiency is considered an asset
- Have knowledge of MS Office (Word, PowerPoint, Publisher, Excel)
- Have good organizational, research and analytical skills and be able to cope with multi-disciplinary issues
- Have good presentation, writing and editing skills and ability to synthesize information and prepare summaries
- Have excellent interpersonal and team-work skills while being able to work independently when appropriate and needed
- Have the ability to work in a diverse and multicultural environment
- Have good communication skills
- Hold integrity/commitment to the organization and its mandate

**REMUNERATION:** McGill Faculty of Arts Internship Award \$4,000-\$5,000 CDN.

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** The host organization may offer assistance in finding suitable accommodation. The

Consulate is located right on the border with Canada, offering an opportunity for interns to live in Windsor, therefore minimizing living expenses.

#### HOW TO APPLY:

Students must complete the online Arts Internship Application Form:

<http://www.mcgill.ca/artsinternships/find/mcgill/online-application-form-arts-internship-office-internships>

***The Consulate General of Canada in Detroit requires full commitment to this internship opportunity. If you chose to apply to this position it is with the intention of accepting the internship if it is offered to you, and therefore will not apply to any other consulate/embassy.***

**APPLICATION DEADLINE: April 5<sup>th</sup> 2017, 12:00pm (EST)**

#### Important Information for Summer Internships Outside of Canada:

##### WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

##### HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Internship Offices Network cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship.

Applicants are encouraged to discuss potential risks with their family prior to applying. Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

##### ENTRY REQUIREMENTS:

Interns are responsible for informing themselves of entry requirements to visit and complete an internship program in the host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations. The Consulate General of Canada can prepare a letter to facilitate crossing the border.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

#### **SAMPLE OF TASKS COMPLETED BY INTERNS AT THE CONSULATE GENERAL OF CANADA IN DETROIT**

- Took part in the IBD/FPDS section meeting to discuss priorities and on-going projects/activities;
- Provided assistance with the Country of Origin Labelling Advocacy (COOL) project (research, letter preparation);
- In preparation for outcalls, researched and prepared comprehensive company profiles;
- In preparation for trade related events, researched relevant information, gathered biographies, prepared support material and briefing notes;
- Researched and produced airline industry reports to support the Consulate's strategic approach in the aerospace & defence sector;
- Researched and produced Indiana surgical/medical supplies/ instruments/medical devices reports to support the Consulate's strategic approach in the life science sector;
- Researched and prepared leave-behind one-pager: Canadian landscape for pharmaceutical companies and medical device manufacturers;
- Researched and created a map of investment attraction / economic development programs in Michigan, including a description of their mandate, areas of focus and contact information;
- Researched and created a map of the innovation landscape for the Detroit Metropolitan area;
- Attended a Woman in Automotive event with the Senior Trade Commissioner, as well as a number of other trade related events;
- Assisted with the organisation of the mission's Canada Day Event;
- Created draft PowerPoint presentation for the Consul General;
- Researched and drafted advocacy one-pagers featuring economic and trade data;
- Researched and produced interactive congressional district maps.