

# Internship Opportunity with THE U.S. CONSULATE GENERAL, MONTREAL (COMMERCIAL SECTION) - Summer 2024

<b>POSITION:</b>	U.S. Commercial Section Intern
<b>LOCATION:</b>	Montreal, QC. <b>In-person:</b> intern is expected to intern at the host organization office location.
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	The Commercial Section of the U.S. Consulate General in Montreal provides assistance to U.S. companies seeking partners or distributors in Quebec, as well as promoting investment in the United States by Quebec companies.
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>- Provides research and analysis on U.S.- Quebec commercial opportunities.</li> <li>- Drafts briefing memos for officials in the Consulate for meetings and on topics of interest.</li> <li>- Helps draft remarks and provides logistical support for consulate events and official visits.</li> <li>- Conducting trade-related market research and preparing reports for U.S. companies.</li> <li>- Drafting replies to trade inquiries.</li> <li>- Promoting and recruiting exhibitors or delegations for trade events.</li> <li>- Making business appointments for U.S. companies seeking strategic alliances in Canada.</li> <li>- Other duties as assigned by the Commercial Officer or Specialists.</li> </ul> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION REQUIREMENTS:</b>	<p><b>Studies:</b> Economics, communication, journalism, business, international affairs, social sciences, humanities, or related areas. Studies in other fields will also be considered on a case-by-case basis.</p> <p><b>Experience:</b> Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.</p> <p><b>Knowledge:</b> Applicants must possess good knowledge of the bilateral trade relationship between the United States and Canada.</p> <p><b>Language:</b> Level IV (fluent) speaking/writing/reading <b>English and French</b> is required.</p> <p><b>Skills/Abilities:</b> 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; initiative; flexibility and a sense of humor.</p> <ul style="list-style-type: none"> <li>- Applicants must be at least 18 years of age at the time of the appointment.</li> <li>- Applicant must be in good academic standing at the current educational institute.</li> <li>- Applicant must also pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance.</li> </ul>
<b>HOURS:</b>	Full time, 35 hours per week, 9-5pm, M-F
<b>DATES:</b>	10 weeks between May 6 to July 12, 2024.
<b>RENUMERATION:</b>	\$5,600 issued to the intern through a Faculty of Arts Internship Award.
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings">https://www.mcgill.ca/arts-internships/internships/postings</a>
<b>APPLICATION DEADLINE:</b>	<b>February 11, 2024</b>
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- Full time McGill Faculty of Arts students (B.A., B.A &amp; Sc., BSW, B.Th., M.A., MSW, MIS)</li> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the same program in the Fall semester following the internship</li> <li>- Fulfill Faculty of Arts requirements as outlined in the Interns Handbook <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> <li>- Provide proof of medical insurance for duration of internship</li> </ul>

<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
<b>TRAVEL REQUIREMENTS</b>	<a href="#">Pre-Departure Orientation</a> is mandatory for students applying to internships that require travel outside of Canada. You will be required to download the certificate of completion in your application.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMMODATIONS:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>ENTRY REQUIREMENTS:</b>	Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.  <u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u>
<b>CITIZENSHIP REQUIREMENTS:</b>	- Non-Canadian or permanent residents must possess a valid working permit at the time of their application.  - <b>American citizens are not eligible to apply for this internship.</b> American students who are interested in internships should apply to the program found at <a href="http://canada.usembassy.gov/about-us/human-resources/internships.html">http://canada.usembassy.gov/about-us/human-resources/internships.html</a>

**Please Note:**

*\*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.*

*We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s). Students who do not receive offers will be notified on a rolling basis as decisions are made.*

### **OVERVIEW OF U.S. COMMERCIAL SERVICE IN MONTREAL**

*The Commercial Service is the overseas branch of the U.S. Department of Commerce, charged with helping U.S. companies sell their goods and services overseas and attracting foreign direct investment into the United States. The U.S. Commercial Service (CS) Montreal is one of the four offices located in U.S. Consulates and the U.S. Embassy across Canada (the others are Calgary, Ottawa, and Toronto). Montreal, along with Toronto, are two of our busiest commercial posts given the dynamic trade flows between the U.S. and these two business hubs.*

*The U.S.-Canada trade relationship is the largest in the world. Approximately twenty percent of total US exports – nearly \$310 billion in 2020 – go to Canada. In addition to geographic proximity, Canada has open markets, and presents few cultural barriers to U.S. business.*

*The U.S. Commercial Service team in Montreal is staffed with one American commercial officer, two Canadian commercial specialists, and two Canadian commercial assistants. All Canadian staff are fluently bilingual in English and French, enabling them to handle and deliver a wide range of services, such as advocacy, business counseling, market research, business matchmaking, hosting trade events and general business outreach.*

*Interns are an integral part of our commercial operation particularly given the high and increased demands from U.S. firms seeking exporting assistance in Quebec. Interns are selected from local Canadian universities and colleges.*