

## Internship Opportunity with Quebec Government Office in Washington Summer 2018

**POSITION:** Economic Affairs intern

**LOCATION:** Washington, DC

**DESCRIPTION OF HOST ORGANIZATION:** Établi en 1978, le Bureau du Québec à Washington (BQW) est responsable des relations bilatérales du Québec avec le gouvernement fédéral américain et de soutenir la croissance des entreprises, l'entrepreneuriat, la science, l'innovation ainsi que l'exportation et l'investissement. Le bureau accompagne les entreprises québécoises qui souhaitent développer leur marché aux États-Unis et dans la grande région de Washington.

**DUTIES/RESPONSIBILITIES OF INTERN:** Le mandat consiste, au niveau économique, à accompagner et à guider deux entreprises en énergie dans leurs relations commerciales avec les États-Unis, et plus particulièrement dans la grande région de Washington D.C. (District de Columbia, Virginie du Nord, Maryland). Le BQW recherche un étudiant pour travailler en collaboration avec l'Attaché Énergie et Économie du Bureau du Québec à Washington et effectuer les tâches suivantes:

- Cibler une entreprise québécoise en énergie souhaitant développer leurs échanges avec les États-Unis et bâtir un mandat répondant à ses besoins (étude de marché, stratégie de développement, etc.) ;
- Créer des contacts pour l'entreprise et planifier des rencontres avec des clients potentiels ;
- Évaluer des opportunités d'affaires et de développement de partenariats.

Le stagiaire devra également:

- contribuer à la préparation de notes d'information, à l'organisation de tournées d'experts et de dirigeants d'entreprise du Québec sur le territoire;
- contribuer à la veille technologique, économique et énergétique sur le territoire américain par du réseautage, par la réalisation d'entretiens et par de la recherche documentaire;
- appuyer la gestion du BQW et assister l'équipe lors de la tenue d'événements;
- participer à des conférences et événements à Washington en fonction des priorités du BQW.

**HOURS:** The internship will run from May – August 2018, 12 weeks, 35 hours/week. Specific dates to be determined between the student and the organization.

### **MCGILL UNIVERSITY REQUIREMENTS:**

- Must be a McGill full-time undergraduate or graduate student, returning to their current registered faculty in fall 2018.
- Must receive academic credit for the internship.
- Must fulfill the Internship Offices Network requirements post-internship. For more information download the ION [Student Handbook](#).

**HOST ORGANIZATION REQUIREMENTS:**

- Au minimum deux années d'études complétées au baccalauréat.
- Intérêt démontré pour le développement commercial.
- Savoir faire preuve d'initiative et de leadership.
- Dynamisme, autonomie, sens des responsabilités.
- Maîtrise des langues françaises et anglaise à l'oral et à l'écrit.
- Citoyenneté canadienne ou résidence permanente.

**REMUNERATION:** Successful candidates may be eligible for an award valued at \$4,000-\$6,000.

**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.

**ACCOMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

**HOW TO APPLY:** Students must submit both electronic applications by e-mail to [ion@mcgill.ca](mailto:ion@mcgill.ca).

Applications should consist of 1 PDF or Word document comprising the following:

- Cover letter, which clearly states goals and interests in serving as an intern. Letter should be addressed 'To whom it may concern' and be no more than one page in length;
- An updated curriculum vitae (1-2 pages).
- Copy of unofficial transcript.

Please note: If you are applying to a second degree at McGill and waiting for a response, you must hold a confirmation of acceptance by the application deadline and include it in your application material.

*Please submit your CV, cover letter, and unofficial transcript together in one PDF or Word document. Please use the following file-name format: firstname.lastname\_application (ex.: james.mcgill\_application.doc or james.mcgill\_application.pdf). In the body of the email please list the internships you are applying to in order of preference, and your student number. Please send one email for all applications, but separate files for each application package.*

**You may apply to a maximum of three ION internships for summer 2018.**

ION will only consider applications received from students' official e-mail account.

**APPLICATION DEADLINE:** Monday, February 5, 2018, 12pm (noon) EST (Late applications will not be accepted).

**SELECTION:** Only shortlisted candidates will be contacted, within two weeks of application deadline. Please do not email to inquire about the status of your application.

Please note: A formal acceptance of an ION internship is a final decision, and under no circumstances (unless health or family-related) can a student withdraw from the internship after accepting. The consequence of this would be refusal of candidature for future ION internship opportunities. Please remember, revoking a spot in one of the organizations means also revoking it from another student who might have had the opportunity to take it.

## **WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- Interns Meeting
- Cross-Cultural Workshop
- Interns Responsibilities and Guidelines
- University-Wide Pre-Departure Session
- Internship Workshop: Success in a Professional Environment
- Reception for Awards Recipients
- Internship Debriefing Session (September)

## **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 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. The Canadian Mission provides the intern with the diplomatic note necessary to obtain the entry visa into Switzerland in due course throughout the recruitment process. The student is not required to apply for the visa on his/her own.

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