

# Embassy of Canada in Washington, DC

## Internship Program

### Program Description

The Embassy of Canada's Internship Program provides interns with an opportunity to be involved in governmental affairs and to develop an understanding of the Canada–U.S. bilateral relationship. Interns may be asked to: perform research, attend hearings and seminars, draft reports, assist with event management, or other relevant tasks. 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 Embassy operates on a typical schedule of 9AM to 5PM, five days per week.

During the selection process, we match internship applicants with positions that correspond to their education and interests. We accept candidates in the following areas:

- **Political:**
  - Energy & Environment
  - Foreign & Defence Policy
- **Trade and Economic Policy:**
  - Commercial Policy and International Business Development (CPIBD)
  - Innovation, Science & Economic Development (ISED)
  - International Development
  - Science and Technology Policy
  - Trade Policy
  - Trade Finance
  - Transport
- **Washington Secretariat:**
  - Advocacy / Public Affairs
  - Congressional and Intergovernmental Affairs
  - Events Production
  - Media Relations
- **Regional Services Centre:**
  - Protocol
- **Public Services and Procurement Canada (PSPC)**
- **Permanent Mission of Canada to the Organization of American States**, which is distinct diplomatic mission co-located within the Embassy.

## Eligibility

**Only Canadian citizens and permanent residents may apply.** Applicants must be enrolled in a program of study at an accredited university or college, be recognized as having full-time student status by their academic institution during the full period of the educational placement, and receive academic credit for the placement as part of their program of study.

Selected candidates must complete a reliability screening before serving at the Embassy, which can take anywhere from 2-6 weeks.

## Program Sessions

Winter/Spring: *January – May*

Summer: *May – August*

Autumn: *September – December*

## Application Requirements and Procedure

To be considered for an educational placement, applicants must complete the [Online Application Form](#) which requires the following documents:

- 1 123Resume / CV**  
(.pdf format preferred)
- 2 Letter of Interest**  
The letter of interest (1-2 pages) should state your goals and interests and why you are interested in serving at the Embassy of Canada in Washington. (.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 using the [Online Letter of Recommendation Submission Form](#). (.pdf format preferred)

Only complete applications will be considered.

Applicants selected for phone interviews will be contacted by the program coordinator within 2 weeks of the application deadline.

If you have any questions, please contact the program coordinator: [internship@canadianembassy.org](mailto:internship@canadianembassy.org)

## **Other Things to Consider**

### **Medical & Travel Insurance**

The Embassy of Canada does not provide any type of insurance to interns participating in our program. We suggest that you arrange for medical insurance through your school or parents, or that you purchase an individual (provincial) plan for the duration of your stay.

### **Travel**

Interns are responsible for their own travel arrangements. Successful applicants must determine their own eligibility to enter and remain in the United States for the full duration of the internship term.

### **Expenses**

Interns are responsible for their own accommodation and other expenses. The average cost for a room in shared accommodation in Washington, DC is approximately \$1,000 USD per month. Surveys suggest that past interns have spent approximately \$200 per week on food, transportation, entertainment, laundry, and other incidentals.

## **Our Positions**

Interns will be assigned to a section at the Embassy and supervised by a manager within that department. Positions in each of our sections are as follows:

### **Political (Foreign & Defence Policy)**

The Political Section interns work with staff to monitor and report on trends in U.S. foreign and defence policy as they relate to Canada and Canadian interests. The work of the section focuses on a broad range of bilateral and international issues such as country or regionally-specific situations (e.g., Afghanistan, Russia, the Middle East, North Korea, Americas, Europe, etc.), the Arctic and polar issues, non-proliferation and disarmament, missile defence, hemispheric engagement, defence procurement, international and regional organizations such as the United Nations, NATO or the Organization of American States, international political and security trends and issues, regional cooperation and the general Canada–U.S. defence relationship.

The interns will be expected to research a broad range of information sources, attend and report in a timely matter on think tank events, conferences and seminars as well as hearings on Capitol Hill. The intern will also support Canadian delegations visiting Washington by helping staff plan and run events sponsored by the section or the Embassy. While not a prerequisite, general knowledge of Canadian and/or U.S. foreign and/or defence policy issues would be an asset.

### **Political (Energy & Environment)**

The Environment and Energy Section intern works with section staff on issues related to climate change, energy (both renewable and non-renewable), trans-boundary water, air, and wildlife, oceans, fisheries, etc. Responsibilities of the position include attending and writing reports on legislative and think-tank hearings and events, researching, and monitoring media. Furthermore, the intern will assist staff in

planning and running events sponsored by the Embassy, and with visits by high-level government officials.

### **Trade (Commercial Policy and International Business Development)**

Multiple positions are available in the Embassy's Trade Department (Commercial Policy and International Business Development).

Interns will support the work of the trade section on a number of **business development files** including, but not limited to, the following:

- Policies in respect to specific sectors including aerospace, autos, high technology, manufacturing and telecoms, including issues such as spectrum allocation;
- Transportation issues and policies in areas such as border infrastructure and ports;
- Support Canadian firms in identifying and accessing commercial opportunities in the District of Columbia, Maryland, Virginia and West Virginia;
- The latter includes supporting exports, investment (both FDI into Canada, and Canadian firms seeking to invest in the U.S.) and cooperation on innovation and commercialization in the following sectors: defense/security, ICT and cybersecurity, environmental technologies ("cleantech") and life sciences;
- Via the Office of Liaison with International Financial Institutions (OLIFI), support the global network of Canadian Trade Commissioners in helping Canadian firms access procurement opportunities at International Financial Institutions (IFIs).

In addition to collecting first-hand intelligence at Congressional hearings and think-tank events, interns will conduct research using online sources and databases. Interns will produce summaries and analyses of the previously listed issues in clear and concise reports, memos, and briefing notes. Due to the large number of files that the sections deals with, organization skills and the ability to multi-task and prioritize one's work are highly important. Interns should also be adaptable and willing to become familiar with new files and issues as they arise. Although not necessary, familiarity with trade, economics, and Canadian trade agreements is an asset.

### **Trade (Innovation, Science and Economic Development (ISED))**

Working on the quickly changing world of innovation and technology policy, the *Innovation, Science and Economic Development* (ISED) intern focuses on tech-related issues such as internet governance, cybersecurity, telecom policy, wireless spectrum management, intellectual property, and the digital economy; as well as emerging policy areas such as the sharing/gig economy, the internet of things, and how traditional manufacturing and industry are adapting to become more innovative and competitive. As the ISED intern, you will have to consider the implications for Canada from new and changing US policies and trends. Your primary role will be to attend and report on Congressional hearings, think tank events, and conferences, as well as to conduct research and provide analysis on relevant policy developments. As an integrated member of the ISED team within the Embassy's Trade Section, you will be contributing directly to the reporting and advice provided to policy makers in Ottawa whose mandate is to foster a growing, competitive, and knowledge-based Canadian economy.

### **Trade (International Development)**

The International Development intern would report to the Embassy's Counsellor (Economic/Development). The intern would report on a range of international development focussed

events in Washington, including think tank events, Congressional hearings, and World Bank proceedings, and reports on a range of issues relevant to Canada's Feminist International Assistance Policy. In addition, the International Development Intern may assist in visits by the Development Minister and senior government officials, including during the spring and fall meetings of the World Bank and relevant embassy events.

### **Trade (Science and Technology)**

Science and technology policy is playing an increasingly important role in international relations, whether it's addressing global health issues such as Ebola or Zika, negotiating nuclear security accords, or ensuring Canada's economic competitiveness. S&T developments in the U.S. and around the globe have an impact on Canadian interests. Among the world's highest spenders on R&D and the world leader in cutting-edge innovation, the U.S. is Canada's prime S&T partner. With a focus on opportunities for Canada-U.S. collaboration, the S&T intern will work on top-of-mind issues such as innovation, global health, clean energy and key U.S. science initiatives. Networking with officials from science organizations, providing reports on U.S. policies to Canadian partners, and assisting the Embassy's business development officers, will form the functions of the intern's daily work.

### **Trade (Trade and Economic Policy)**

Multiple positions are available in the Embassy's Trade Department (Trade and Economic Policy), including but not limited to Trade Finance and Trade Policy.

Interns will support the work of the trade section on a number of **policy files** including, but not limited to, the following:

- Monitoring U.S. compliance with its obligations under the NAFTA, WTO, and other trade and investment agreements;
- Monitoring the U.S. trade agenda, including the WTO Doha Round and other trade agreements between the United States and other trading partners (South Korea, Colombia, Panama, the Trans-Pacific Partnership etc.);
- Agricultural trade policy;
- Intellectual property (copyright and patent law issues);
- Trade enforcement and trade remedy law, policy and disputes;
- Regulatory cooperation;
- Trade and labour (e.g. labour provisions in free trade agreements, trade adjustment assistance, etc.);
- Climate change and energy issues as they relate to trade;
- U.S. trade / economic sanctions (e.g. embargo against Cuba).

In addition to collecting first-hand intelligence at Congressional hearings and think-tank events, interns will conduct research using online sources and databases. Interns will produce summaries and analyses of the previously listed issues in clear and concise reports, memos, and briefing notes. Due to the large number of files that the sections deals with, organization skills and the ability to multi-task and prioritize one's work are highly important. Interns should also be adaptable and willing to become familiar with new files and issues as they arise. Although not necessary, familiarity with trade, economics, and Canadian trade agreements is an asset.

### **Trade (Finance)**

The Finance intern would report to the Embassy's Finance Counsellor, who represents the Department of Finance, Bank of Canada and Canadian financial regulatory agencies. The intern would report on Congressional hearings and think tank events and reports on a wide range of subjects, including tax policy, regulation of the U.S. financial sector, the Treasury Department's efforts to counter money laundering and terrorist financing, virtual currencies and the Congressional budget process. In addition, the Finance Intern may assist in visits by the Finance Minister, Bank of Canada Governor, Parliamentary committees and senior government officials, including during the spring and fall meetings of the International Monetary Fund and World Bank and embassy events where the Finance Counsellor plays a lead role.

### **Trade (Transport)**

The Transport Intern works directly with Transport Canada's (TC) representative at the Embassy on issues related to the transportation modes, including infrastructure, border issues, safety and security, policy, etc. Core responsibilities of the position include: attending and reporting on Congressional hearings and think-tank events; researching and monitoring relevant issues; and preparing a longer-term analytical report. Furthermore, the intern may assist staff in executing Embassy events relevant to the TC portfolio and assist in organizing logistics for incoming delegations.

### **Washington Secretariat (Advocacy/Public Affairs)**

The intern will be part of a dynamic team working to advance Canadian domestic and foreign policy priorities in the United States. This position is a good fit for interns looking to increase and apply their knowledge of the Canada-US bilateral relationship, enhance their research and networking abilities and develop their design skills. The Public affairs team is responsible for implementing advocacy strategies through data analysis, research, outreach, and graphic and digital design. To assist with research and outreach the successful candidate will prepare a weekly report on current research and presentations regarding political, economic, and public policy issues of interest to Canada at Washington-area think tanks. The report is distributed to senior officials at the Embassy and in Ottawa. This involves visiting area think tanks, attending events and tracking think tank websites and social media accounts. Strong research and writing skills are required. The intern will also assist the Public Affairs team in their work providing counsel and services in graphic design, web development/management, print publications, and video/audio production to clients throughout the Embassy. An integral member of the team, the intern may act as the official photographer/videographer at Embassy events, help with the Embassy photo library, and draft content for our website and other publications. Some experience with website management, professional use of social media accounts, photography and/or videography would be useful for this position. This position is shared with the Military Media Affairs section.

### **Washington Secretariat (Congressional and Intergovernmental Affairs)**

This section's ongoing function is to monitor legislative developments in the U.S. Congress that are of direct interest to Canada. Issues you may follow include (but are not limited to): Softwood Lumber, the Keystone Pipeline, the Trans-Pacific Partnership, Buy America legislation, and arctic sovereignty. Note that relevant issues will depend upon the legislation in the current session of Congress. The primary duty of the intern is to attend and report on important hearings and events, and to distribute extracts from various reports to officers concerned. Other duties include tracking members' positions on

relevant issues, conducting research using online services, distributing correspondence to members' offices, providing logistical support for visiting Canadian delegations, including federal ministers, provincial/territorial premiers and ministers and federal parliamentarians, analyzing court transcripts, , and providing support for advocacy events the section organizes for relevant contacts. Other responsibilities will include: researching and reporting on state political and policy trends; monitoring popular state think tanks and policy journals; monitoring provincial/territorial and state media headlines for news on important bilateral cooperation between states and provinces/territories,; and providing logistical and planning support for the annual visit of Rising State Leaders in Canada.

### **Washington Secretariat (Events Production Team)**

The Events Production Team (EPT) team works as an advocacy provider to every department in Global Affairs Canada. Over three hundred Embassy events are hosted by the Embassy in Washington D.C. per year. Events hosted at the Embassy provide the backdrop for networking, advocacy and promotion between Canadian Government departments and their United States counterparts and important private sector contacts– EPT interacts with every department in the Embassy, and liaises with external parties on partnered events.

Among other duties, the events intern will help support the efficient running of a high-volume workload under deadline pressures by accomplishing daily administration tasks including:

- Working with EPT members on event logistics and advocacy strategies
- Designing and preparing of event materials
- Analyzing statistical data collected from previous events
- Assist in the inventory tracking of various inventory stocks overseen by EPT

In addition, the intern may also be asked to complete special projects related to the section's work in accordance with the events being held at the time. Proficiency in Microsoft Excel is a requirement and some graphic design experience is desired. The intern must maintain a flexible schedule as occasional evening work may be requested.

### **Washington Secretariat (Media Relations)**

Media relations interns are part of a high-energy, dynamic team that operates in one of the media capitals of the world. The media relations team engages all sections of the embassy and interns will be exposed to files spanning across the Government of Canada. The media relations team aims to help make Canadian foreign policy less foreign to our U.S. audience by reaching out to the press and public. Interns get a coveted inside look at diplomacy in action.

Media relations interns are regularly in touch with major U.S. media, specialist press and the Canadian press corps located in Washington, DC. They work on a variety of projects, as well as any self-directed projects, developed in consultation with the embassy spokesperson and the media officers. Areas of responsibility include: providing daily media analysis directly to Canada's Ambassador to the United States; preparing press releases for distribution; assisting in press conferences and other media opportunities for the Ambassador or visiting Ministers of the Crown; researching and developing responses to incoming media inquiries; attending events and hearings of interest to the media relations team; producing weekly e-newsletters; and contributing to the communication of Canada's foreign policy to external audiences. The intern also develops ideas and content for the Connect2Canada

advocacy network, which includes more than 50,000 friends of Canada, and the Embassy's social media presence in Washington and across the U.S. network of Consulates General.

The internship aims to enhance an intern's broad understanding of Canada-US issues, written communication skills, analytical capacity, and knowledge of media's role in international and public diplomacy.

### **Regional Services Centre & Consular Services (Protocol)**

The Protocol intern works directly with relocation personnel to ensure the smooth management of official visits and relocation to the United States. The intern spends most of his/her time liaising with the U.S. Office of Protocol and the Organization of the Foreign Missions of the U.S. State Department on issues concerning diplomatic courtesies at the ports of entry and exit, the accreditation of diplomats and diplomatic effects customs clearance. The intern may be invited to attend information sessions organized by the U.S. Department of State following which he/she must draft reports or internal communications. The intern assists in coordinating special events and must prepare materials for such events. The intern participates in managing logistics, as necessary, for diplomats, including passes/access to airport gates for officials, booking corporate apartments, hotels, and other purchases. Experience in procurement is an asset.

### **Public Services and Procurement Canada (PSPC)**

The PSPC-W internship provides participants continuous opportunities to learn and develop essential professional competencies in a dynamic and fast-paced work environment. The intern is a fully integrated member of the PSPC-W office and reports to the sector's International Cooperation team whose primary role is to build and leverage bilateral and multilateral relationships with the United States (US), international organizations and Embassy partners to share experiences and advance departmental and governmental objectives.

They will be responsible for conducting in-depth research and analysis on topics related to international cooperation and development, procurement, and industrial security. Strong research and writing skills are expected, and applicants from all academic backgrounds are encouraged to apply. The PSPC intern will directly support planning and implementation of International Cooperation team strategic activities and be asked to take on special projects, under management direction, to support broader PSPC-W operations in the US and with the international community. The intern is encouraged to attend hearings and think tank seminars in the Washington, DC area related to PSPC, and when appropriate, will be afforded opportunities to participate in intentional forums alongside PSPC-W staff.

PSPC-W is a sector within the Defence and Marine Procurement Branch (DMPB) and is located at the Embassy of Canada in Washington, DC. The office was established in 1951 to act as the single window for Canadian purchases under the US Foreign Military Sales (FMS) program. Since then, PSPC-W's role in Washington, DC has significantly broadened to include an International Cooperation mandate to support all branch and departmental business lines (e.g. Real Property, Parliamentary Precinct, Integrity Framework, Controlled Goods, etc.) in dealings with the United States government and international community.

**Permanent Mission of Canada to the Organization of American States (distinct diplomatic mission)**

Assist the staff of the Permanent Mission in carrying out its duties representing Canada at the Organization of American States. Priority themes may include democratic governance, economic and social development, hemispheric security, human rights, and anti-corruption. The intern will assist in reporting on OAS meetings, including Permanent Council and Permanent Committee meetings, and undertake research related to negotiations of a Social Charter of the Americas. This internship will allow an intern to gain a unique perspective into the workings of a hemispheric multilateral organization, and a greater understanding of Canada's role in the OAS.