



Grand Challenges Canada®
Grands Défis Canada

About Grand Challenges Canada

Grand Challenges Canada (GCC) is funded by the Government of Canada to support innovation to save and improve lives in low- and middle-income countries. Our current focus is on innovations to improve maternal, newborn and child health (MNCH), inclusive of sexual and reproductive health and the rights of women and girls. Visit the [Programs](#) page of our website for more information.

GCC is also an anchor partner and the host of the Every Woman Every Child Innovation Marketplace, a global movement that mobilizes and intensifies international and national action by governments, multilaterals, the private sector and civil society to address major health challenges facing women, children and adolescents around the world.

As a small, interdisciplinary office, we often work across departments and teams to achieve our mutual goals. The workplace environment at GCC is fast-paced and dynamic. As an organization, we are ambitious, constantly iterating to improve our processes and approaches, and strive to be nimble and at the forefront of global health and social finance.

Job Descriptions

EVERY WOMAN EVERY CHILD (EWEC) INNOVATION MARKETPLACE (1–2 positions available)

The EWEC Innovation Marketplace summer student will work closely with Grand Challenges Canada's Director of Programs, the EWEC Innovation Marketplace Fellows and relevant external stakeholders, to support and progress the work of the EWEC Innovation Marketplace. The goal of the EWEC Innovation Marketplace is to facilitate investment in innovative healthcare concepts, making these innovations widely available and having significant impact on women, children and adolescents. For more information, visit the [EWEC Innovation Marketplace website](#).

Purpose

Contribute to the implementation of the EWEC Innovation Marketplace, in particular by supporting the curation/brokering work of the Grand Challenges Fellows.

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| Responsibilities | Sample Tasks and Activities |
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| Manage communications with external reviewers (“College of Curators”) | <ul style="list-style-type: none">• Source and manage listservs of reviewers with reproductive, maternal, newborn and/or child health expertise• Liaise with reviewers to gather reviews of innovations in the EWEC Innovation Marketplace pipeline |
| Conduct brokering and investment-related work | <ul style="list-style-type: none">• Support development of innovation briefs and investment memos |
| Conduct ad-hoc research and analysis | <ul style="list-style-type: none">• Respond to specific requests from internal team and external stakeholders; for example, a market analysis of Intrauterine Device (IUD) use in low- and middle-income countries (LMICs) |
| Manage database of innovations | <ul style="list-style-type: none">• Review, sort and tag projects• Create outward-facing documents summarizing large databases of information |
| Provide logistic and administrative support for internal and external meetings | <ul style="list-style-type: none">• Create meeting-related content and communications, such as slide decks• Develop and analyze feedback surveys• Draft agendas and take minutes |
| Provide general process support | <ul style="list-style-type: none">• Create or amend standard operating procedures• Create and update Gantt charts and work plans; ensure coordination on milestones and deadlines• Draft budget templates, progress reports, etc. |

Note: The specific responsibilities and tasks will be assigned at the time of placement, and will be based on the activities and needs of the EWEC Innovation Marketplace during the summer 2017 period.

Competencies and Qualities

The ideal candidate will be a student in a relevant discipline (e.g., Business, Political Science, Engineering, Health Sciences) with strong writing, analytical and interpersonal skills, as well as experience with the Microsoft Office suite of programs, especially Excel. The ability to work effectively in a fast-paced environment, multi-task and respond to ad-hoc requests is essential. A demonstrated ability through previous employment to build consensus and coordinate the implementation of multi-stakeholder projects will be a significant advantage. Interest and

experience in global health, specifically the Reproductive, Maternal, Newborn, Child and Adolescent Health space (RMNCAH), and/or international development will be considered an asset.



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OPERATIONS AND COMMUNICATIONS (1 position available)

The Operations and Communications summer student will work closely with the Senior Manager of Operations & Communications, the Communications Coordinator, the Press Officer, the Administrative Coordinator and the Programs team.

PURPOSE

Support the execution of the organization's communications strategy, and assist with key day-to-day operational functions.

| Responsibilities | Sample Tasks and Activities |
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| Assist with the implementation of the organization's Outreach Strategy | <ul style="list-style-type: none"> • Conduct outreach and promote calls for new funding applications, with a focus on Grand Challenges Canada's Saving Brains and Stars programs, as needed. • Outreach to be conducted across Canadian and international communities, including academic, business and civil society organizations, and the general public. Outreach channels include, but are not limited to, social media (Facebook, LinkedIn, Twitter), e-blasts, press releases, phone calls, and various websites/opportunities boards. |
| Assist with the production and distribution of communication content | <ul style="list-style-type: none"> • Write and edit press releases • Assist with media inquiries and media relations • Create digital content for social media and blog channels • Engage stakeholders to write and edit content, including innovators |



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| Provide general operations and event support | <ul style="list-style-type: none">• Support management requests for information or support (e.g., presentations, Annual Report)• Provide event planning support for both regular meetings and special initiatives (i.e., innovator and partner conferences), including drafting invitee communications, coordinating with external event production vendors and managing on-site event/meeting logistics• Assist with day-to-day operational tasks, as needed, such as supply orders, catering, answering phones, etc. |
| Support the upkeep of a new grants management system and website | <ul style="list-style-type: none">• Support the compilation of internal training documents, standard operating procedures and data cleanliness standards• Assist with database maintenance and website updates• Assist with innovator queries and connections into the new grants management system (<u>Fluxx</u>) |

Note: The specific responsibilities and tasks will be assigned at the time of placement, and will be based on the activities and needs of Grand Challenges Canada during the summer 2017 period.

COMPETENCIES AND QUALITIES

The ideal candidate will have some experience in a similar role, requiring the application of project coordination and administrative/event coordination skills. Experience/interest in Communications and Information Technology – including grant management and the grant making process – will be considered an asset. Superb communication and writing skills, a strong attention to detail and the ability to execute effectively in the context of a fast-paced, fluid environment will be important. Interest in global health and/or international development will be considered an asset.



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PROGRAMS & INVESTMENTS (5 positions available)

We are seeking top-calibre individuals to form a team of five cross-cutting interns who will be working across all of Grand Challenges Canada's programs, with an emphasis on our Transition To Scale portfolio. The interns will report to Grand Challenges Canada's Programs and Investment Teams.

| Responsibilities | Sample Tasks and Activities |
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| Analyze and communicate portfolio of innovations from a programmatic and financial investment perspective | <ul style="list-style-type: none"> Review, sort and analyze potential and funded innovations across programs Refine and focus the process for developing, augmenting and tapping into a pipeline of strong innovations in which to invest at transition to scale Assess potential of innovations to achieve sustainable impact at scale (e.g., ability to have impact, to attract capital (private/public)) |
| Support and contribute to due diligence | <ul style="list-style-type: none"> Conduct general financial and operational due diligence of potential investments, partners, etc. Assist the development of due diligence plans, investment proposals/memos and term sheets |
| Support coordination, management and administration of investments. | <ul style="list-style-type: none"> Support processes such as grant negotiations, including liaising with innovators and preparing relevant documentation Work with Grand Challenges Canada tools, such as results collection frameworks |
| Support monitoring, evaluation, and validation of project data and results | <ul style="list-style-type: none"> Support development and integration of monitoring and evaluation strategies Maintain and improve data tracking processes Monitor and track execution and progress of investments Analyze and communicate outcomes and results reported by innovators Conduct background research to support assessments, impact models and validation |

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| Conduct ad-hoc research and analysis | <ul style="list-style-type: none"> Respond to specific requests from internal team and external stakeholders; for example, perform analysis of common delivery mechanisms used by innovators |
| Provide general process, logistics and administrative support for meetings | <ul style="list-style-type: none"> Coordinate internal meetings and engagement with external stakeholders and innovators (e.g., webinars) Draft meeting-related content and communications, including Statements of Procedures and Board materials |
| Support new and existing partnerships | <ul style="list-style-type: none"> Liaise with key stakeholders and partners to coordinate activities related to the innovation pipeline Support the execution of social finance initiatives Contribute to joint projects with new and existing partners |

Note: The specific responsibilities and tasks will be assigned at the time of placement, and will be based on the activities and needs of Grand Challenges Canada during the summer 2017 period.

Competencies and Qualities

- Some experience in a similar role requiring the application of advanced research, analysis and strong written/oral communication skills, to enhance decision-making and strategy development.
- Ability to work effectively in a fast-paced, dynamic environment is essential.
- Ability to work with and across different stakeholders to solve problems and bring tasks to completion, using a logical and systematic approach.
- Demonstrated knowledge and interest in reproductive, maternal and child health, social finance, impact investment, global and public health, monitoring and evaluation of health outcomes, and/or international development will be considered an asset.
- Comfort and familiarity with reading and interpreting financial statements and models will be considered an asset (*will be *required* of at least some interns)
- International experience will be considered an asset but is not required. Relevant experience in local communities will be equally valued.