



Grand Challenges Canada®
Grands Défis Canada

2015 Summer Student Program Positions

TARGETED CHALLENGES PROGRAMS (7 POSITIONS AVAILABLE)

The Targeted Challenges programs include three focused initiatives to save and improve lives in low- and middle-income countries, by addressing major global health challenges: namely, Saving Brains, Global Mental Health and Saving Lives at Birth. For information on each of the Targeted Challenges, please follow the prompts through the [What is a Grand Challenge?](#) overview.

We are seeking top calibre students to fill 7 positions across the Targeted Challenges: one summer student will be assigned to each of the three Targeted Challenges (3 total) programs; two summer students will work on projects that cut across all three of the Targeted Challenges programs; and two summer students will work on outcomes and results validation for innovations in Grand Challenges Canada's pipeline (not limited to the Targeted Challenges). *Please indicate your position(s) of preference, if any, in the Short Answer portion of your application.*

Purpose

Support the Targeted Challenges team (Program Officers and management) within and across Grand Challenges Canada's programs.

Responsibilities	Sample Tasks and Activities
Support the development and maintenance of partnerships	<ul style="list-style-type: none"> Support meetings and act as liaison with key stakeholders and partners Contribute to joint projects with new and existing partners
Analyze and communicate portfolio of innovations based on strategic priorities and interests	<ul style="list-style-type: none"> Review, sort, tag and analyze projects Prepare presentation content for Scientific Advisory Board and other meetings as needed
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
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

Provide logistic and administrative support for internal and external meetings (e.g., Innovation “Community Meetings”)	<ul style="list-style-type: none"> • Create meeting-related content and communications • Support session design and development • Develop and analyze feedback surveys
Support monitoring and evaluation activities	<ul style="list-style-type: none"> • Analyze outcomes and results reported by innovators • Conduct background research to support assessments and validation

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 2015 period.

Competencies and qualities

The ideal candidate will have 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. The ability to work effectively in a fast-paced, dynamic environment is essential. Demonstrated interest in global health and/or international development is considered an asset.

STARS IN GLOBAL HEALTH (1 POSITION AVAILABLE)

Grand Challenges Canada has developed the Stars in Global Health program to support Bold Ideas with Big Impact® from the best and brightest talent in low- and middle-income countries and in Canada. This program supports innovator-defined ideas that take social entrepreneurial approaches to produce, deliver and sell critical global health products and services that could be readily taken-up in developing countries to save and improve lives.

Purpose

Support the Stars in Global Health Program Team and the Executive Vice President.

Responsibilities	Sample Tasks and Activities
Analyze portfolio of innovations based on priorities and strategic interests	<ul style="list-style-type: none"> • Review, sort, tag and analyse database of projects • Mine qualitative data (e.g., stories or narratives) • Identify key themes of quantitative and qualitative data
Support the monitoring, evaluation and validation of project results	<ul style="list-style-type: none"> • Identify, collect and communicate project results • Screen, verify and validate project results



Communicate program portfolio to internal and external stakeholders	<ul style="list-style-type: none">• Generate informed reports based on data analysis• Summarize and contextualize findings of data analysis• Prepare presentation content for Scientific Advisory Board and other meetings, as needed
Provide general support	<ul style="list-style-type: none">• Provide administrative and operations support to Stars team as needed

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 2015 period.

Competencies and qualities

The ideal candidate will have some experience in a similar role, requiring the application of advanced research and data analysis skills to enhance efficiency and quality of execution and decision-making. Attention to detail will be important. Experience/interest in working with databases, proficiency in working with Excel and a demonstrated interest in global health/international development are considered assets.

INVESTMENT SUMMER STUDENT (1-2 POSITIONS AVAILABLE)

The Investment summer student(s) report(s) to Grand Challenges Canada's Investment Team. The Investment Team is focused on translating the Bold Ideas of innovators into Big Impact, through scaling strategies and innovative social finance models.

Purpose

Support the Investment Team in managing and coordinating Grand Challenges Canada's transition-to-scale pipeline.

Responsibilities	Sample Tasks and Activities
Analyze portfolio of innovations from a financial investment perspective	<ul style="list-style-type: none"> Review and analyze innovations across programs Assess investment potential of innovations, including ability to have impact and to attract capital (private/public) Refine and focus the program mining process to better identify strong innovations
Support tracking, reporting and validation of project data and results	<ul style="list-style-type: none"> Support development and integration of monitoring and evaluation strategies Develop reference material for innovators and act as point-of-contact, when applicable Maintain and improve data tracking processes Monitor and track execution and progress of investments
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
Provide general process and administrative support	<ul style="list-style-type: none"> Coordinate internal meetings and engagement with external stakeholders and innovators (e.g., webinars) Draft documentation, including Statements of Procedures and Board materials
Support new and existing partnerships	<ul style="list-style-type: none"> Work with partners to coordinate activities related to innovation pipeline Support the execution of social finance initiatives

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 2015 period.

Competencies and qualities

The ideal candidate should have an undergraduate degree in a relevant area (i.e., business, economics, finance, etc.) and some experience in a similar role, requiring the application of business, finance and investment knowledge. Advanced research, analysis and writing skills are considered assets to enhance decision-making and strategy development.

LEGAL (1 POSITION AVAILABLE)

The Legal summer student will work closely with the VP Operations & General Counsel, as well as with other members of the team. The VP Operations & General Counsel is focused on enabling and maintaining efficient and effective operations of Grand Challenges Canada, and managing and mitigating risks facing the organization. Key areas of work include risk mitigation, and provision of oversight and strategic advice on the finance, operations, legal and communications aspects of Grand Challenges Canada.

Purpose

Support VP Operations & General Counsel in legal and governance matters.

Responsibilities	Sample Tasks and Activities
Complete contract-related work	<ul style="list-style-type: none"> • Prepare and review contracts, draft terms and amendments
Conduct legal research (short and long-term projects)	<ul style="list-style-type: none"> • Conduct research and prepare in-depth memos in substantive areas of law related to Grand Challenges Canada’s policies (e.g., IP law, Global Access and Data Access) • Conduct ad hoc legal research on a variety of questions of law • Identify and analyze relevant literature, legislation and legislative interpretations using legal databases and other means
Complete policy-related work	<ul style="list-style-type: none"> • Draft and update policies, including for internal and Board use • Assess compliance of existing policies based on new/existing legislation • Provide policy recommendations and updates to increase compliance
Provide general support to VP Operations & General Counsel	<ul style="list-style-type: none"> • Provide ongoing general support, including meeting minutes and document preparation, as needed

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 2015 period.

Competencies and qualities

The candidate must have completed at least one year of law school, and have strong communication and writing skills. The ideal candidate will also have an interest in global health and in working in a fast-paced, entrepreneurial and collegial environment. A transcript from completed law school courses (if available) should be included in the application.

COMMUNICATIONS (1 POSITION AVAILABLE)

The Communications summer student will work closely with the Press Officer and the Communications Coordinator. The Press Officer and the Communications Coordinator are responsible for the development and implementation of internal and external communications to Grand Challenges Canada’s diverse stakeholders and target audiences, both nationally and internationally. Grand Challenges Canada maintains an active presence across various social media platforms, including Twitter, Facebook, YouTube, LinkedIn and through regular content updates to Grand Challenges Canada’s website.

Purpose

Support and contribute to the development and execution of Grand Challenges Canada’s communication strategy.

Responsibilities	Sample Tasks and Activities
Manage website and online content	<ul style="list-style-type: none"> • Support website design and content creation • Engage with creative agencies, internal team and innovators to develop online content • Assist with implementation of revamped website
Support and contribute to design and development of communication strategy	<ul style="list-style-type: none"> • Identify key communications opportunities, based on programs and strategic priorities • Plan, coordinate and support dissemination of communications material
Produce and distribute news releases and handle media relations	<ul style="list-style-type: none"> • Write and edit press releases • Assist with media inquiries and relations • Engage stakeholders to write and edit content, including innovators
Support social media activities	<ul style="list-style-type: none"> • Create, schedule and edit social media content, including blogs • Manage social media channels, including pictures/video • Perform analytics on social media presence and provide recommendations accordingly.

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Competencies and qualities

The ideal candidate will have strong writing and communication skills, be social media savvy and have practical experience with video production, photo editing and website management, including applicable software and analytic platforms. Fluency in French is considered an asset. Interest in global health and/or international development is considered an asset.

OPERATIONS (1 POSITION AVAILABLE)

The Operations summer student will work closely with the Operations Manager, as well as the Programs, Finance and Communications teams, on various aspects of organizational, programmatic and financial operations. The Operations Team is focused on enabling and maintaining efficient and effective operations across Grand Challenges Canada. Key areas of work include, but are not limited to, event management, managing the implementation of a new grants management system, providing strategic support to the Programs Team, and building and promoting positive stakeholder relations.

Purpose

Support and contribute to the organizational, programmatic and financial operations of Grand Challenges Canada.

Responsibilities	Sample Tasks and Activities
Provide general operations and event support	<ul style="list-style-type: none"> • Support management requests for information or support (e.g., presentations, Annual Report, etc.) • Provide event planning support for both regular meetings and special initiatives • Liaise with partners and external stakeholders, as necessary
Support the implementation of a new grants management system	<ul style="list-style-type: none"> • Support training of internal team on new system from a technical and programmatic standpoint • Assist with managing meetings • Follow up on action items with the Programs Team
Capture, organize and analyze data (both financial and programmatic) across the organization	<ul style="list-style-type: none"> • Long-term and ad-hoc work. For example: <ul style="list-style-type: none"> ○ Analyze distribution of grants across programs, countries, etc. ○ Track progress and documentation of programs • Provide recommendations, based on research and analysis



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Competencies and qualities

The ideal candidate will have some experience in a similar role, requiring the application of project coordination, analysis and writing skills to enhance decision-making and strategy development. Experience/interest in Information Technology, event planning and project management – including grant management and the grant making process – will be considered an asset. Good communication and writing skills, attention to detail and strong organizational skills in the context of a fast-paced environment will be important. Interest in global health and/or international development is considered an asset.