



2019 Summer Student Program – Job Descriptions

ABOUT GRAND CHALLENGES CANADA

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact[®]. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas Grand Challenges Canada supports integrate science and technology, social and business innovation – known as Integrated Innovation[®].

One of the largest impact-first investors in Canada, and with a feminist investment approach, Grand Challenges Canada has supported a pipeline of over 800 innovations in more than 80 countries. A major current focus is on innovations to improve reproductive, maternal, newborn and child health (RMNCH), and promote the sexual and reproductive health and rights of women and girls. For information on our programs, please follow the prompts on our website through the About Grand Challenges Canada overview.

COMMUNICATIONS SUMMER STUDENT (1 POSITION AVAILABLE)

The Communications Summer Student will work closely with the Director of Operations, Senior Data Analyst, Communications Officer and the Operations and Administrative Coordinators. This role is a wonderful opportunity for a candidate interested in innovation, global health and/or international development, who would like to leverage his/her communications experiences to support Grand Challenges Canada's platform.

Purpose

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

Responsibilities	Sample Tasks and Activities
Assist with the development, production and distribution of communication content	<ul style="list-style-type: none">• Engage stakeholders to manage content, including innovators• Help create and share communications materials, including social media, video and other• Assist with media enquiries and media relations, especially data requests• Assist with data and metrics request for reports, publications, etc.

Support ongoing/long-term communications projects	<ul style="list-style-type: none"> • Perform a grantee branding and compliance audit • Help update Grand Challenges Canada’s website and ensure changes are consistent • Assist with ongoing content for press releases • Assist with video editing and production • Develop a centralized communications calendar and populate with events • Develop plans for local engagement to talk about Grand Challenges Canada’s work
Provide general operations support	<ul style="list-style-type: none"> • 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 ad hoc day-to-day operational tasks

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 2019 period.

Competencies and Qualifications

- The ideal candidate will have some experience in a similar communications role
- Experience with creative production tools (e.g., Adobe Creative Cloud – Photoshop, Illustrator, InDesign, iMovie, FinalCutPro)
- Experience producing content for social media (both written and visual)
- Project coordination skills will be helpful
- Superb communication 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 would be an asset
- Previous experience in advocacy or government relations would be a plus.

EVERY WOMAN EVERY CHILD (EWEC) INNOVATION MARKETPLACE (1 POSITION AVAILABLE)

The EWEC Innovation Marketplace summer student will work closely with the Marketplace team, as well as relevant internal and external stakeholders, to support and progress the work of the EWEC Innovation Marketplace. The goal of the Marketplace is to select the most promising health innovations to save and improve the lives of women, children and adolescents, and to provide critical connections to scaling partners to these innovations, thus accelerating their path to scale widely. For more information, visit www.ewecinnovation.org.

Responsibilities	Sample Tasks and Activities
Research and analysis	<ul style="list-style-type: none"> • Conduct research on available interventions in market relevant to health challenge and provide meaningful comparisons • Identify suitable local/global partners to support implementation and scaling of innovation • Research and analyze available data on innovation related to health systems, clinical trials and regulatory approval • Assist in financial and business evaluations of innovations • Liaise with Grand Challenges Canada's Programs team to obtain information relevant to Transition To Scale deal and post-deal execution • Develop and maintain tools and processes to monitor relevant news and publications leveraging existing online platforms and social media
Support relationship building	<ul style="list-style-type: none"> • Identify potential funders and investors aligned with innovation focus and needs • Prepare slide decks and summaries of suitable Marketplace innovations • Research potential areas of partnerships
Event planning and support	<ul style="list-style-type: none"> • Coordinate with the UN Foundation on event logistics for Marketplace side events at the World Health Assembly and UN General Assembly • Draft template emails for invitations and participants • Follow up with innovators regarding presentations, travel, reimbursement and feedback • Develop sponsorship documents, agenda and event material • Identify ideal participants and partners through research and communication
Database support	<ul style="list-style-type: none"> • Support team in ensuring databases on innovations, partners and reviewers remain updated • Upload innovation, funder or partner information on SmartSheet databases • Extract and summarize information on an ad-hoc basis in high-level or detailed reports
Communications	<ul style="list-style-type: none"> • Develop documents and slide decks for internal and external stakeholders, including anchor partners and external partners • Develop website content • Liaise with Grand Challenges Canada's Communications Officer to update website

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 2019 period.

Purpose

Contribute to the success of the EWEC Innovation Marketplace, in particular by supporting the partnership and analysis work of the Program Officer.

Competencies and Qualifications

- Student in a relevant discipline (e.g., Business, Public Health, Engineering, Health Sciences) with strong writing, analytical and interpersonal skills, as well as advanced proficiency in MS Office products and working with databases
- The ability to work effectively in a fast-paced environment, multi-task and respond to ad-hoc requests is essential
- Ideal candidates have experience in both health research-related projects and business analysis.

HUMANITARIAN GRAND CHALLENGE PROGRAM (1 POSITION AVAILABLE)

We are seeking a top-calibre individual to join our Humanitarian Grand Challenge program. The summer student will report to the Senior Program Officer (Humanitarian).

Responsibilities	Sample Tasks and Activities
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)) • Contribute to social media output in Twitter and Facebook
Support and contribute to due diligence	Support the Project Coordinator with: <ul style="list-style-type: none"> • Conducting general programmatic, financial and operational due diligence of potential investments, partners, etc. • Assisting with 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	Support the Knowledge Management Associate with: <ul style="list-style-type: none"> • Monitoring and evaluation • Maintaining and improving data tracking processes • Monitoring and tracking innovations • Analyzing and communicating outcomes and results reported by innovators • Conducting background research to support assessments, impact models and validation
Conduct planned and ad-hoc research and analysis	<ul style="list-style-type: none"> • Exploring humanitarian innovation (what are others doing?) • Respond to specific requests from internal team members and innovators.

INDIGENOUS COMMUNICATIONS SUMMER STUDENT (1 POSITION AVAILABLE)

The Indigenous Innovation Initiative (referred to as “I3”), hosted by Grand Challenges Canada in Toronto, Canada, is a platform to identify and support Indigenous innovators seeking to make a big impact in Indigenous communities. The Indigenous Innovation Initiative is currently seeking a student who is skilled in website design and development, with top-notch social media skills, who wants to make an impact with his/her communication skills to fill the 2019 Indigenous Communications Summer Student role.

Purpose

- Contribute to the implementation of the Indigenous Innovation Initiative by supporting the Indigenous Innovation Initiative Program Officer and Communications team.
- Support the execution of the Indigenous Innovation Initiative’s Communication Strategy and assist with key day-to-day functions.
- Not limited to the activities below.

Responsibilities	Sample Tasks and Activities
Lead the development, and production of a robust website for the Indigenous Innovation Initiative	<ul style="list-style-type: none"> • Engage stakeholders to identify key content • Develop overall design plan for website; execute plan once approvals are in place • Create and maintain regular contributions to the website in the form of VLOGs, innovator and community profiles, current events, etc.
Lead the development and production of a social media strategy for the Indigenous Innovation program.	<ul style="list-style-type: none"> • Determine content strategy, SEO and metrics plan. • Implement strategy following Grand Challenges Canada’s brand guidelines.

<p>Assist in the Indigenous Innovations Initiatives overall communication strategy activities</p>	<ul style="list-style-type: none"> • Help create and share communications materials. • Assist with data and metrics requests for reports, publications, etc. • Assist with ongoing content for press releases • Assist with video editing and production • Develop a centralized communications calendar and populate with events • Develop plans for local engagement to talk about I3's undertakings
<p>Provide general support</p>	<ul style="list-style-type: none"> • Assist in the planning and execution of Indigenous Awareness Month activities • 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 ad hoc, day-to-day operational tasks

Competencies and Qualifications

- The ideal candidate will be a student in a relevant discipline (e.g., Social Media, Communications, Media Fundamentals, Website and Social Media Design) with demonstrated experience in website design and development.
- Social media knowledge skills are essential.
- Strong writing, analytical and interpersonal skills, as well as experience with the Microsoft Office suite of programs and WordPress is essential.
- Event planning experience is preferred.
- The ability to work effectively in a fast-paced environment, multi-task and respond to ad-hoc requests is essential; must have demonstrated ability to work with minimal supervision.
- A demonstrated ability through previous employment to build consensus and coordinate the implementation of multi-stakeholder projects will be a significant advantage.
- Experience in Indigenous communities and with Indigenous people will be considered an asset.

**REPRODUCTIVE, MATERNAL, NEWBORN AND CHILD HEALTH PROGRAMS
(4–5 POSITIONS AVAILABLE)**

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

Responsibilities	Sample Tasks and Activities
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 programmatic, 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
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 Standard Operating 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 throughout the summer, and will be based on the activities and needs of Grand Challenges Canada during the summer 2019 period.

Competencies and Qualifications

- 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.

TRANSITION TO SCALE PROGRAM SUMMER STUDENT (1–2 POSITIONS AVAILABLE)

We are seeking top-calibre individuals who will support the financial assessment of investments across our Transition To Scale portfolio, with an emphasis on RMNCH programs. The interns will report to Grand Challenges Canada’s Investments team.

Responsibilities	Sample Tasks and Activities
Analyze financial and operational performance of enterprises in the Transition To Scale portfolio	<ul style="list-style-type: none"> • Liaise with innovators and social entrepreneurs to provide comprehensive financial documents • Review historical and pro-forma financial statements (e.g., P&L, balance sheet, cash flows) as well as Board documents of active and closed investments
Support ongoing reporting on performance of investments	<ul style="list-style-type: none"> • Monitor and track progress of investments and repayments • Provide qualitative and quantitative reports on innovator sustainability and performance to Grand Challenges Canada management • Highlight financial and operational risks that may impede enterprises’ ability to reach financial sustainability, including ability to attract capital
Support and contribute to due diligence of potential investments	<ul style="list-style-type: none"> • Conduct financial due diligence on pipeline opportunities • Provide recommendations for structuring new investments
Support process improvements	<ul style="list-style-type: none"> • Recommend process improvements to enable timely collection and analysis of financial statements
Conduct ad-hoc research and analysis	<ul style="list-style-type: none"> • Respond to specific requests from internal team members

Competencies and Qualifications

- The ideal candidate will be in his/her third or fourth year of a Bachelor’s degree in Business or Finance.

- Comfort and familiarity with reading and interpreting financial statements, and financial modelling will be required. Prior experience in this area through internships, etc., is preferred.
- Strong analytical and quantitative skills, as well as written and oral communication skills.
- 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 impact investing, social enterprise and/or global health will be considered an asset.
- International experience will be considered an asset but is not required; relevant experience in local communities will be equally valued.