



2020 Summer Student Program

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 1000 innovations in more than 85 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, 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, photo, graphic and web• Assist with data and metrics requests 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 by working with the Programs team to gather project descriptions• Create a social media calendar and schedule posts• 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 such as staff photos and welcome materials

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 2020 period.

COMPETENCIES AND QUALIFICATIONS

- The ideal candidate will have experience in a similar communications role
- Strong writing and editing skills, attention to detail and ability to synthesize information from a variety of sources
- Experience with Web content management systems (i.e. WordPress)
- Experience producing content for social media (both written and visual) as well as social media community management
- Experience with digital photography
- Experience with engaging and communicating with stakeholders and project leads
- Interest in global health and/or international development would be an asset
- Fluency in French would be an asset

DESIGN SUMMER STUDENT (1 POSITION AVAILABLE)

The Design Summer Student will work closely with the Director of Operations, Communications Officer and the Programs team. 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 design 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"> • Create and edit graphics, including infographics, annual report, and programs-specific content • Take photos and record video • Assist with editing and formatting web pages
Support ongoing/long-term communications projects	<ul style="list-style-type: none"> • Perform an inventory of necessary changes to the GCC and other programs websites • Create photo, video and/or graphic content that can be used in future web or social media posts • Edit photos and videos provided by staff
Provide general design support	<ul style="list-style-type: none"> • Update the GCC and programs websites as needed • Assist staff with design projects including photos, infographics, reports, presentations

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 2020 period.

COMPETENCIES AND QUALIFICATIONS

- The ideal candidate will have experience in a similar graphic and/or web design role
- Experience with Adobe Creative Suite programs
- Experience with Web content management systems (i.e. WordPress)
- Experience producing photo, video and graphic content
- Experience engaging with multiple stakeholders in a fast-paced, fluid environment
- Interest in global health and/or international development would be an asset

HUMANITARIAN GRAND CHALLENGE PROGRAM SUMMER STUDENT (1 POSITION AVAILABLE)

We are seeking a top-calibre individual to join our Humanitarian Grand Challenge program. The summer student will report to the Director of Humanitarian Innovation

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	<p>Support the Investment Manager with:</p> <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	<p>Support the Knowledge Management Associate with:</p> <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 • Review innovator reporting

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.
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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 2020 period.

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/their communication skills to fill the 2020 Indigenous Communications Summer Student role.

PURPOSE

- Contribute to the implementation of the Indigenous Innovation Initiative by supporting the Director of the Indigenous Innovation Initiative 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 in 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.
Assist in the Indigenous Innovations Initiatives overall communications strategy activities	<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
Provide general support	<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 team-wide Lunch and Learns, coordinating with external event production vendors and managing on-site event/meeting logistics

	<ul style="list-style-type: none"> • Assist with ad hoc, day-to-day operational tasks
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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.

INFORMATION TECHNOLOGY SUMMER STUDENT (1 POSITION AVAILABLE)

The Information Technology summer student will work closely with the IT Department.

PURPOSE

Support the execution of the organization’s IT strategy, and assist with key day-to-day IT functions.

Responsibilities	Sample Tasks and Activities
Assist with the integration of the finance and grants management systems	<ul style="list-style-type: none"> • Assist the operations and finance teams enable integration between grant management and finance systems • Work with the program teams to understand data workflow • Assist operations team with system optimization • Engage finance and operations team to identify efficiencies of data workflow • Help document new protocols for data entry, helping to research needs of stakeholders
Assist with providing IT support for client workstations, servers and printers etc.	<ul style="list-style-type: none"> • Troubleshoot all technology (computer hardware and software) issues and provide IT support for all GCC employees • Monitor hardware and software systems to ensure they are compliant and consistent with GCC’s IT policies
Assist with managing GCC’s Windows Server Active Directory	<ul style="list-style-type: none"> • Support the installation, maintenance, managing, configuration and security for all Windows Servers and desktop/laptop computers • Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs for the Windows and file servers;
Assist with keeping applications, computers and servers up-to-date and capturing details in GCC’s inventory application.	<ul style="list-style-type: none"> • Maintain current and accurate inventory of technology hardware, software and systems resources • Prepare work stations by setting up hardware and loading all required software

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COMPETENCIES AND QUALIFICATIONS

- Full knowledge of Microsoft operating system such as server 2012 R2 and Windows 10 and ability to support such system
- Hardware and software installation and configuration. General consulting skills and multitasking abilities. Windows Server 2003/2008/2012 and knowledge of Office 365 experience is an asset.
- Experience troubleshooting and resolving hardware, software and network connectivity issues in an end-user environment.
- Solid understanding of networking, operating systems, and Microsoft software
- Setup and troubleshoot mobile devices
- Strong troubleshooting and problem-solving abilities.
- Excellent analytical, organizational and decision-making skills.
- Effective listening, verbal and written communications skills.
- Be able to work in a team environment, while being self-motivated.
- Ability to interact with all levels of an organization in a professional, diplomatic and tactful manner.
- Knowledge and Experience with MAC is an asset

LEGAL SUMMER STUDENT (1 POSITION AVAILABLE)

The Legal summer student will work closely with the Grand Challenges Canada's Legal Counsel, as well as with other members of the team. Legal 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 the provision of oversight and strategic advice on the legal, governance, financial, operations, and communications aspects of Grand Challenges Canada.

ROLE

Support Legal Counsel in providing strategic advice to Grand Challenges Canada's team under the supervision of Legal Counsel.

Responsibilities	Sample Tasks and Activities
Complete contract-related work	<ul style="list-style-type: none"> Prepare, negotiate, and review contracts, draft terms, terminations, 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., intellectual property law in Global Access Policy and Data Access Policy, see https://www.grandchallenges.ca/) Conduct legal research on a variety of other questions of law through the analysis of relevant literature, legislation, and legislative interpretations using legal databases and other appropriate
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 Legal Counsel	<ul style="list-style-type: none"> Provide ongoing general support, including preparation of meeting minutes, strategic advice, 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 2020 placement period.

COMPETENCIES AND QUALIFICATIONS

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.

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

We are seeking six top-calibre individuals to form a cross-cutting team working across Grand Challenges Canada’s (1) Reproductive, Maternal, Newborn and Child Health (RMNCH), and (2) Global Mental Health (GMH) programs, with an emphasis on our Transition To Scale portfolio. The interns will primarily report to Grand Challenges Canada’s Targeted Challenges team. One position will work directly with the Knowledge Management and Translation team.

Responsibilities	Sample Tasks and Activities
Analyze the 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 • Assist in refining the innovator support strategy
Support monitoring, evaluation, and validation of project data and results	<ul style="list-style-type: none"> • Follow up on results from previously-funded Transition to Scale innovations • 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 • Support tracking gender, environment, human rights and inclusion and climate effects of portfolio investments • Conduct background research to support assessments, learning agendas, impact models and validation

Support and contribute to development of RFP design process for seed stage investments	<ul style="list-style-type: none"> Literature review on key barriers to mental healthcare access in the global south Adaptation of documentation for new program launch
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

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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)
- Ability to balance working independently with asking for support and guidance
- International experience will be considered an asset but is not required; relevant experience in local communities will be equally valued.