



## 2021 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 1,300 innovations in more than 106 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 and Administration, Senior Manager of Communications, and Associate Communications Officer. This role is a wonderful opportunity for a candidate interested in development, humanitarian and Indigenous innovation, 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"><li>Engage stakeholders (including innovators) to create and curate compelling content</li><li>Help create and share communications materials, including social media, video, photo, graphic and web</li><li>Assist with data and metrics requests for reports, publications, etc.</li><li>Help build and update media/influencer lists</li></ul>

Support ongoing/long-term communications projects	<ul style="list-style-type: none"> <li>• Help perform a grantee branding and compliance audit</li> <li>• Help update Grand Challenges Canada’s website and ensure changes are consistent</li> <li>• Assist with ongoing content for news releases by working with the Programs team to gather project descriptions</li> <li>• Assist with creating a social media calendar and schedule posts</li> <li>• Assist with developing plans for local engagement to talk about Grand Challenges Canada’s work</li> </ul>
Provide general operations support	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assist with ad hoc day-to-day operational tasks such as staff photos and welcome materials</li> </ul>

*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 2021 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
- Bilingualism in French would be an asset

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**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"> <li>• Review, sort and analyze potential and funded innovations across programs</li> <li>• Refine and focus the process for developing, augmenting and tapping into a pipeline of strong innovations in which to invest at transition to scale</li> <li>• Assess potential of innovations to achieve sustainable impact at scale (e.g., ability to have impact, to attract capital (private/public))</li> <li>• Contribute to social media output in Twitter and Facebook</li> </ul>
Support and contribute to due diligence	Support the Investment Manager with: <ul style="list-style-type: none"> <li>• Conducting general programmatic, financial and operational due diligence of potential investments, partners, etc.</li> <li>• Assisting with the development of due diligence plans, investment proposals/memos and term sheets</li> </ul>
Support coordination, management and administration of investments	<ul style="list-style-type: none"> <li>• Support processes such as grant negotiations, including liaising with innovators and preparing relevant documentation</li> <li>• Work with Grand Challenges Canada tools, such as results collection frameworks</li> </ul>
Support monitoring, evaluation, and validation of project data and results	Support the Knowledge Management Associate with: <ul style="list-style-type: none"> <li>• Monitoring and evaluation</li> <li>• Maintaining and improving data tracking processes</li> <li>• Monitoring and tracking innovations</li> <li>• Analyzing and communicating outcomes and results reported by innovators</li> <li>• Conducting background research to support assessments, impact models and validation</li> <li>• Review innovator reporting</li> </ul>

<p>Conduct planned and ad-hoc research and analysis</p>	<ul style="list-style-type: none"> <li>• Exploring humanitarian innovation (what are others doing?)</li> <li>• Conduct interviews with research participants, perform data analysis and synthesis, draft summaries of research findings.</li> <li>• Respond to specific requests from internal team members and innovators.</li> </ul>
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**INDIGENOUS SUMMER STUDENT (2 POSITIONS 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 up to two students to support critical program and operations work.

**Potential contributions to be made across:**

- Communications
- Policy development
- Research and analysis
- Indigenous impact measurement, inquiry & learning
- Impact investing and social finance
- Grant administration
- Stakeholder engagement and partnership development
- Operational support and administration
- Indigenous governance and strategy development
- Cross program (development innovation, humanitarian and Indigenous) capstone project

**Not limited to the types of activities below.**

Responsibilities	Sample Tasks and Activities
Analyze the portfolio of innovations from a programmatic and financial investment perspective	<ul style="list-style-type: none"> <li>• Review, sort and analyze potential and funded innovations across programs</li> <li>• Refine and focus the process for developing, augmenting and tapping into a pipeline of strong innovations in which to invest at transition to scale</li> <li>• Assess potential of innovations to achieve sustainable impact at scale (e.g., ability to have impact, to attract capital (private/public))</li> </ul>
Support and contribute to due diligence	<ul style="list-style-type: none"> <li>• Conduct general programmatic, financial and operational due diligence of potential investments, partners, etc.</li> <li>• Assist the development of due diligence plans, investment proposals/memos and term sheets</li> </ul>
Support coordination, management and administration of investments	<ul style="list-style-type: none"> <li>• Support processes such as grant negotiations, including liaising with innovators and preparing relevant documentation</li> <li>• Work with Grand Challenges Canada tools, such as results collection frameworks</li> <li>• Assist in refining the innovator support strategy</li> </ul>



Responsibilities	Sample Tasks and Activities
Support monitoring, evaluation, and validation of project data and results	<ul style="list-style-type: none"><li>• Follow up on results from previously-funded innovations</li><li>• Support development and integration of monitoring and evaluation strategies</li><li>• Maintain and improve data tracking processes</li><li>• Monitor and track execution and progress of investments</li><li>• Analyze and communicate outcomes and results reported by innovators</li><li>• Support tracking gender, environment, human rights and inclusion and climate effects of portfolio investments</li><li>• Conduct background research to support assessments, learning agendas, impact models and validation</li></ul>
Conduct ad-hoc research and analysis	<ul style="list-style-type: none"><li>• Respond to specific requests from internal team and external stakeholders; for example, perform analysis of common delivery mechanisms used by innovators</li></ul>
Provide general process, logistics and administrative support for meetings	<ul style="list-style-type: none"><li>• Coordinate internal meetings and engagement with external stakeholders and innovators (e.g., webinars)</li><li>• Draft meeting-related content and communications, including Standard Operating Procedures and Board materials</li></ul>
Support new and existing partnerships	<ul style="list-style-type: none"><li>• Liaise with key stakeholders and partners to coordinate activities related to the innovation pipeline</li><li>• Support the execution of social finance initiatives</li><li>• Contribute to joint projects with new and existing partners</li></ul>
Support development of content and materials for the Indigenous Innovation Initiative's website, newsletter and social media feeds	<ul style="list-style-type: none"><li>• Engage stakeholders to identify key content</li><li>• Develop overall design plan for website; execute plan once approvals are in place</li><li>• Create and maintain regular contributions to the website in the form of VLOGs, innovator and community profiles, current events, etc.</li><li>• Determine content strategy, SEO and metrics plan.</li><li>• Implement strategy following Grand Challenges Canada's brand guidelines.</li></ul>



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

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## COMPETENCIES AND QUALIFICATIONS

- The ideal candidate will be a student in a relevant discipline (e.g., Public Health, Science, Public Policy, Communications, Business/Commerce, Finance, Poli-sci).
- Strong writing, analytical and interpersonal skills, as well as experience with the Microsoft Office suite of programs.
- 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.
- Bilingual EN/FR and/or an Indigenous language an asset.
- Experience in Indigenous communities and with Indigenous people will be considered an asset.

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## KNOWLEDGE MANAGEMENT & TRANSLATION (1 POSITION AVAILABLE)

We are seeking a top-caliber individual to support the Knowledge Management and Translation team as they gather and analyze results, and generate knowledge products across the Reproductive, Maternal, Newborn and Child Health (RMNCH), and Global Mental Health (GMH) programs.

Examples of the types of activities the KMT Intern will be involved in are summarized below:

Responsibilities	Sample Tasks and Activities
Support monitoring, evaluation, and validation of project data and results	<ul style="list-style-type: none"> <li>• Follow up on results from previously-funded Transition to Scale innovations</li> <li>• Support development and integration of monitoring and evaluation strategies</li> <li>• Monitor and track execution and progress of innovations and investments</li> <li>• Assess the quality of monitoring and evaluation plans, and evidence generated by innovators</li> <li>• Conduct quantitative and qualitative analysis to better understand results from innovators, and across GCC</li> <li>• Communicate outcomes and results reported by innovators</li> <li>• Support tracking gender, environment, human rights and inclusion and climate effects of portfolio investments</li> <li>• Conduct background research to support assessments, learning agendas, impact models and validation</li> </ul>
Support the development of new knowledge products to synthesize and share learnings from GCC's portfolios	<ul style="list-style-type: none"> <li>• Analyze and synthesize results within and across GCC portfolios</li> <li>• Develop knowledge products to share results (including written material, and data visualization)</li> <li>• Support dissemination of knowledge products</li> </ul>
Optimize data management processes and systems	<ul style="list-style-type: none"> <li>• Maintain and improve data tracking processes</li> <li>• Support data entry and cleaning</li> <li>• Support report generation and dissemination</li> </ul>
Conduct ad-hoc research and analysis	<ul style="list-style-type: none"> <li>• Respond to specific requests from internal team and external stakeholders</li> </ul>
Support impact modelling	<ul style="list-style-type: none"> <li>• Carry out background research to understand the existing evidence on specific innovations and interventions</li> <li>• Develop draft impact models to estimate potential impact of specific innovations</li> <li>• Carry out analysis to compare potential impact within and across portfolios</li> </ul>

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## COMPETENCIES AND QUALIFICATIONS

- Some experience in a similar role requiring the application of advanced research methodology
- Experience with quantitative and qualitative data analysis
- Strong written/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 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
- 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.

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**REPRODUCTIVE, MATERNAL, NEWBORN, CHILD, and ADOLESCENT HEALTH PROGRAMS SUMMER STUDENT (3 POSITIONS AVAILABLE)**

We are seeking three outstanding individuals to work with Grand Challenges Canada's Development Innovation team in Reproductive, Maternal, Newborn, Child, and Adolescent Health (RMNCAH) within the Global Health Innovation portfolio.

Responsibilities	Sample Tasks and Activities
Become familiar with the portfolio of innovations from a programmatic and investment perspective	<ul style="list-style-type: none"> <li>• Review, sort and analyze potential and funded innovations within and across portfolios</li> <li>• Assess potential of innovations to achieve sustainable impact at scale (e.g., ability to have impact, to attract capital (private/public))</li> </ul>
Support and contribute to due diligence	<ul style="list-style-type: none"> <li>• Conduct general programmatic, financial, and operational due diligence of potential investments</li> <li>• Assist in the development of due diligence plans, investment proposals/memos and term sheets</li> </ul>
Support coordination, management, and administration of investments	<ul style="list-style-type: none"> <li>• Support processes such as grant negotiations, including liaising with innovators and preparing relevant documentation</li> <li>• Work with Grand Challenges Canada tools, such as results collection frameworks</li> <li>• Assist in refining the innovator support strategy</li> </ul>
Support monitoring, evaluation, and validation of project data and results	<ul style="list-style-type: none"> <li>• Follow up on the results of previously funded Global Health Innovations</li> <li>• Support development and integration of monitoring and evaluation strategies</li> <li>• Maintain and improve data tracking processes</li> <li>• Monitor and track execution and progress of investments</li> <li>• Analyze and communicate outcomes and results reported by innovators</li> <li>• Support tracking gender, environment, human rights and inclusion and climate effects of portfolio investments</li> <li>• Conduct background research to support assessments, learning agendas, impact models and validation</li> </ul>
Conduct ad-hoc research and analysis	<ul style="list-style-type: none"> <li>• Respond to specific requests from internal team and external stakeholders: for example, perform analysis of common delivery mechanisms used by innovators</li> </ul>



Responsibilities	Sample Tasks and Activities
Provide general process, logistics and administrative support for meetings	<ul style="list-style-type: none"><li>• Coordinate internal meetings and engagement with external stakeholders and innovators (e.g., webinars)</li><li>• Draft meeting-related content and communications, including Standard Operating Procedures and Board materials</li></ul>
Support new and existing partnerships	<ul style="list-style-type: none"><li>• Liaise with key stakeholders and partners to coordinate activities related to management of the Transition to Scale portfolios of investments</li><li>• Contribute to joint projects with new and existing partners</li></ul>

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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 inform 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, neonatal, child, and adolescent 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
- Ability to balance working independently, and to ask for support and guidance when needed
- International experience will be considered an asset but is not required; relevant experience in local communities will be equally valued

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