



2023 SUMMER FELLOWSHIP 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.

Grand Challenges Canada's Summer Fellowship Program provides current students and recent graduates a unique and meaningful, hands-on experience in the diverse, interdisciplinary field of global health, innovation and international development. Through the program, current students, and recent graduates from a variety of disciplines can work in one of the following areas:

- Communications
- Global Health Innovation Portfolio
- Grand Challenges Canada Foundation
- Human Resources & Operations
- Indigenous Innovation Initiative
- Information Technology
- Knowledge Management & Translation

Please review the job description(s) for the position(s) you are interested in applying for below in addition to the Important Program Information document located on our [Careers](#) page to learn more about the program. All applications must be submitted via the application link located on Grand Challenges Canada's [Careers](#) page to be considered for the program.

For application support and general inquiries, please contact hr@grandchallenges.ca with the subject line "2023 Summer Fellowship Program".



COMMUNICATIONS SUMMER FELLOW (1 POSITION AVAILABLE)

The Communications Summer Fellow 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, distribution and amplification of communications content	<ul style="list-style-type: none"> • Engage with internal and external stakeholders (including targeted influencers) to create and promote communications content • Create and share communications content for social media and corporate publications (ex. quarterly newsletter, annual report) including working with video, photos and graphics • Update Grand Challenges Canada’s bilingual website • Implement digital marketing for RFP campaigns • (Google and Facebook Ads)
Support ongoing communications projects	<ul style="list-style-type: none"> • Work with colleagues to source timely storytelling opportunities for media relations and social media • Update PR editorial calendar • Update media/influencer outreach lists • Conduct daily news and social media monitoring • Deliver PR ROI reporting, including requests for Communications-related data and metrics • Perform a grantee branding compliance audit
Provide operational support	<ul style="list-style-type: none"> • Assist with event planning for special corporate initiatives, including drafting/distributing invitee communications, coordinating with external vendors and managing on-site logistics • Assist with ad hoc Communications-related operational tasks, such as staff photos, job postings and translation requests

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 2023 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 (WordPress)
- Experience producing content for social media (both written and visual) as well as social media community management
- Experience with graphic design (Canva)
- Experience with media monitoring and social listening platforms (Meltwater, Hootsuite)
- 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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GLOBAL HEALTH INNOVATION PORTFOLIO SUMMER FELLOW (1 POSITION AVAILABLE)

We are seeking an outstanding individual to work with Grand Challenges Canada's Global Health Innovation (GHI) team. This individual will potentially support the GHI's work in Stars in Global Health, Saving Brains, Sanitation, Maternal and Newborn Health, Mental Health, Medical Products & Technologies, and/or Digital Health.

Seed Stage Investments

Responsibilities	Sample Tasks and Activities
General processes, logistics and administrative support	<ul style="list-style-type: none"> • Process innovator Financial Report submissions • Support reporting follow up • Prepare and refine project outcome summaries • Data entry on the Fluxx grant management portal • 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 the innovation screen and external peer review processes	<ul style="list-style-type: none"> • Identify appropriate innovation screen reviewers • Identify appropriate external peer reviewers • Contribute to the innovation screen
Conduct ad-hoc research and analysis	<ul style="list-style-type: none"> • Respond to specific requests from internal team and external stakeholders (e.g., perform analysis of common delivery mechanisms used by innovators)

Transition to Scale Investments

Responsibilities	Sample Tasks and Activities
Synthesize portfolio results / share learning	<ul style="list-style-type: none"> • Become familiar with one or more portfolios of innovations from a programmatic and investment perspective • Prepare a final highlight report of the biggest successes and findings out of each investment round • Draft a blog post to share emerging learning from one or more GHI portfolios, innovation successes, etc.
General processes and administrative support	<ul style="list-style-type: none"> • Data entry on the Fluxx grant management portal • Process innovator Financial Report submissions



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Support pipeline development	<ul style="list-style-type: none">• Become familiar with the portfolio of innovations from a programmatic and investment perspective• Identify appropriate pipeline (investment) opportunities• Review, assess and analyze existing and new pipeline (investment) opportunities
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COMPETENCIES AND QUALIFICATIONS

- Demonstrated knowledge and interest in reproductive, maternal, newborn, and child, 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 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
- Ability to balance working independently, and to ask for support and guidance when needed
- 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, considered an asset
- International experience will be considered an asset but is not required; relevant experience in local communities will be equally valued

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GRAND CHALLENGES CANADA FOUNDATION SUMMER FELLOW (1 POSITION AVAILABLE)

The [Grand Challenges Canada](http://www.grandchallenges.ca) Foundation (GCC Foundation) is seeking a Summer Fellow to play a role in supporting our Programs, the ultimate aim of which is to support innovators working to save and improve lives of Indigenous people in Canada and underserved people in low- and middle-income countries.

Grand Challenges Canada (GCC) 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 (LMICs) and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. Grand Challenges Canada works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

The Grand Challenges Canada Foundation was created in 2017 to support GCC’s non-government of Canada fundraising efforts to raise additional resources to support our charitable programmatic activities and expand the Foundation board with strong fundraising and partnership experience.

The GCC Foundation Summer Fellow will work closely with the Director of Funder and Partner Relations, and the Partnerships and Operations Associate. The GCC Foundation Summer Fellow will support engagement with partners, innovators, government officials and potential donors. This role is a wonderful opportunity for a candidate interested in project management, data management, development and fundraising.

Responsibilities	Sample Tasks and Activities
Support partnership development activities	<ul style="list-style-type: none"> • Contribute to GCC program fundraising activities, donor reports and external publications • Increase the GCC Foundation’s digital visibility, including establishing a social media presence and website management • Research fundraising best practices as requested by the Executive Director • Become familiar with GCC’s current donors and prospective donors • Conduct background research on the current global health donor landscape and specific donors



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<p>Provide operations and event support</p>	<ul style="list-style-type: none"> • Support management requests for information, documentation or support (i.e., presentations, operating manuals) • Provide event planning and coordination support for special events (e.g., donor recognition events), including managing on-site event/meeting logistics, drafting invitee communications and vendor management • Assist with ad hoc, day-to-day operational tasks
<p>Optimize data management processes and systems</p>	<ul style="list-style-type: none"> • Support Partnerships and Operations Associate in developing and implementing administrative systems and procedures to fulfill the GCC Foundation's reporting and donor recognition requirements • Perform data entry and cleaning • Support report generation and dissemination • Store and catalogue Foundation-related documents in appropriate folders
<p>Provide general process, logistics and administrative support</p>	<ul style="list-style-type: none"> • Schedule internal and external meetings with current donors and prospective donors • Circulate and help draft meeting-related content and communications • Take meeting minutes • Provide other programmatic and organizational support as required
<p>Conduct ad-hoc research and analysis</p>	<ul style="list-style-type: none"> • Respond to specific requests from internal team and external stakeholders

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COMPETENCIES AND QUALIFICATIONS

- Experience with engaging and communicating with stakeholders and project leads
- Ability to work with and across different stakeholders to solve problems and bring tasks to completion, using a logical and systematic approach
- Interest in partnerships and development, global health, mental health, youth and adolescent health, international development, social finance/impact investing would be an asset
- Demonstrated proficiency with word-processing, database and spreadsheet software
- Basic experience with website and social media management is an asset
- Highly developed interpersonal and communication skills with demonstrated ability to work well independently and within a team
- Ability to balance working independently, and to ask for support and guidance when needed



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HUMAN RESOURCES & OPERATIONS SUMMER FELLOW (1 POSITION AVAILABLE)

The Human Resources & Operations Fellow will work closely with the Director of Human Resources & Operations, Human Resources Advisor, Human Resources Coordinator and Administrative Coordinator. The HR & Operations Fellow will support the human resources team and assist with key day-to-day operational functions. Tasks and activities include but are not limited to the following:

Responsibilities	Sample Tasks and Activities
HR operations and payroll support	<ul style="list-style-type: none"> • Promotion of jobs on various websites • Support with full range of recruitment activities from reviewing applications to coordination of interviews and testing • Serves as the back-up person for payroll • Handle client requests and escalate as necessary • Performs other related administrative tasks
Communications support	<ul style="list-style-type: none"> • Posting content including jobs on websites and other social media platforms • Translation requests
Provide general operations and event support	<ul style="list-style-type: none"> • Support management requests for information or support (i.e., presentations,) • 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.

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COMPETENCIES AND QUALIFICATIONS

- Student in related discipline (i.e., Human Resources Management)
- Experience in similar role requiring the knowledge of relevant human resources best practices and administrative/event coordination skills
- Excellent interpersonal, oral, and written communication skills
- Strong attention to detail and ability to execute effectively in the context of a fast-paced, fluid environment
- Proficiency in Microsoft Office Suite
- Interest in global health and/or international development is considered an asset



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INDIGENOUS INNOVATION INITIATIVE FELLOW (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 fellows 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.

Tasks and activities include but are not limited to the following:

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 an ecosystem of strong innovations in which to invest at transition to scale • Assists with assessment of potential of innovations at pre-seed, seed levels 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"> • Assist with 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



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<p>Support monitoring, evaluation, and validation of project data and results</p>	<ul style="list-style-type: none"> • Follow up on results from previously funded 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
<p>Conduct ad-hoc research and analysis</p>	<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
<p>Provide general process, logistics and administrative support for meetings</p>	<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 • Take meeting minutes for meetings with the Indigenous Innovation Council and write meeting report.
<p>Support new and existing partnerships</p>	<ul style="list-style-type: none"> • Liaise with key stakeholders and partners to coordinate program activities • Support the execution of social finance initiatives • Contribute to joint projects with new and existing partners
<p>Assist in the Indigenous Innovations Initiatives overall communications 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



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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• Assist with ad hoc, day-to-day operational tasks
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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 the Indigenous Innovation Initiative during the summer 2023 period.

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, Law, Political Science).
- 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.
- Self-identification as Indigenous and experience in Indigenous communities and with Indigenous people will be considered an asset.
- Bilingual EN/FR and/or an Indigenous language will be considered an asset.

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INFORMATION TECHNOLOGY SUMMER FELLOW (1 POSITION AVAILABLE)

The Information Technology (IT) summer fellow will work closely with the Associate Director, IT and Corporate Operations and the IT Analysts.

PURPOSE

Support the execution of the organization's IT strategy and assist with crucial 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, 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 Network Infrastructure	<ul style="list-style-type: none"> • Support the installation, maintenance, management, configuration and security of all 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 workstations by setting up hardware and loading all required software

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 of 2023.



COMPETENCIES AND QUALIFICATIONS

- Full knowledge of Microsoft operating systems such as Windows Server 2019, Windows 10, 11, macOS, and the ability to support such systems.
- Hardware and software installation and configuration. General consulting skills and multitasking abilities. Windows Server 2003/2008/2012/2019 and knowledge of Office 365 experience are considered 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 communication skills.
- Be able to work in a team environment while being self-motivated.
- Ability to interact with all levels of an organization professionally, diplomatically, and tactfully.
- Knowledge and Experience with MAC operating systems is an asset.

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KNOWLEDGE MANAGEMENT & TRANSLATION SUMMER FELLOW (1 POSITION AVAILABLE)

The Knowledge Management & Translation Summer Fellow will join the Knowledge Management & Translation (KMT) team to support impact measurement and strategic learning across GCC.

Tasks and activities include but are not limited to the following:

Responsibilities	Sample Tasks and Activities
Support impact measurement	<ul style="list-style-type: none"> • Conduct background research to support assessments, knowledge products, impact models and results validation • Support the development of targets and impact models to estimate potential impact of specific innovations • Carry out analysis to compare potential impact within and across portfolios
Support knowledge management and translation	<ul style="list-style-type: none"> • Data management, including entering, updating, cleaning, analyzing and synthesizing data • Coordinating changes and updates to the data management system • Support report generation and dissemination • Supporting the development of knowledge products, such as reports, presentations, results briefs, case studies, etc. • Analyze and synthesize results within and across GCC portfolios • Develop knowledge products to share results (including written material, and data visualization) • Support dissemination of knowledge products • Respond to specific requests from internal team and external stakeholders

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COMPETENCIES AND QUALIFICATIONS

- Knowledge of statistical analysis and research methodology
- Experience with quantitative and qualitative data analysis
- Strong written/oral communication skills
- Ability to work with and across different stakeholders to solve problems and bring tasks to completion, using a logical and systematic approach



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