

2024 SUMMER FELLOWSHIP PROGRAM JOB DESCRIPTIONS

ABOUT GRAND CHALLENGES CANADA

[Grand Challenges Canada](#) (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovators in low- and middle-income countries 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. GCC works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability, and impact.

As one of the largest impact-first funders in Canada, GCC has funded over 1,400 innovations championed by innovators in more than 102 countries. These innovations have already improved 10 million lives and are expected to save up to 1.78 million lives and improve up to 64 million lives by 2030.

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
- Humanitarian
- Knowledge Management & Translation
- Operations
- Social Finance

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 "2024 Summer Fellowship Program".

COMMUNICATIONS SUMMER FELLOW (1 POSITION AVAILABLE)

The Communications Summer Fellow will work closely with the Director, Strategic and Corporate Communications, as well as the rest of GCC’s communications team. This role is a wonderful opportunity for a candidate who would like to leverage his/her communications experiences to support Grand Challenges Canada’s platform. We are seeking a skilled communicator with strong written communication skills, an eye for design, and an interest in working on website and social media content.

PURPOSE

Support the execution of the organization's communications strategy and assist with key day-to-day functions. Assist with special projects (such as the new GCC website), as needed.

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 to create and curate communications content for our digital channels. Create and share communications content for social media and corporate publications (ex. newsletters, annual reports) including working with video, photos and graphics Update and populate Grand Challenges Canada’s bilingual websites Implement digital marketing for RFP campaigns, including Google and LinkedIn 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 editorial and content calendars Conduct daily news and social media monitoring Draft and post content on www.grandchallenges.ca Contribute to the production of the annual report
Provide operational support	<ul style="list-style-type: none"> Assist with event planning for special corporate initiatives, including drafting/distributing internal communications content Assist with ad hoc Communications-related operational tasks, such as 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 2024 period.

COMPETENCIES AND QUALIFICATIONS

- Experience writing content for publication across digital platforms
- Strong writing and editing skills
- An eye for design and strong attention to detail
- Experience with website content management systems (WordPress)
- Experience producing content for social media (both written and visual) as well as social media management
- Experience creating graphics, animated content and posts (ideally using Canva and /or Adobe Creative Suite)
- 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 is a strong asset

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

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, Sanitation, Maternal and Newborn Health, Sexual and Reproductive Health and Rights (including safe abortion), 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. Support portfolio managers with portfolio related research to support strategy development
General processes and administrative support	<ul style="list-style-type: none"> Data entry on the Fluxx grant management portal Process innovator Financial Report submissions

Note: The specific responsibilities and tasks will be assigned at the time of placement and may change throughout the summer based on the activities and needs of Grand Challenges Canada during the summer 2024 period and the skills and interests of the selected student.

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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HUMANITARIAN GRAND CHALLENGE SUMMER FELLOW (1 POSITION AVAILABLE)

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

Responsibilities	Sample Tasks and Activities
Support the execution of the Knowledge Management and Translation (KMT) learning agenda	<ul style="list-style-type: none"> • Assist with data management, including maintaining and improving data tracking and supporting processes that maintain data integrity • Analyze portfolio progress, synthesizing results and identifying patterns related to impact, sustainability and scale • Support the creation of new knowledge products informed by portfolio-level analyses, covering topics such as: lessons learned, gender integration, successful exits, etc.
Work with the Communications team to disseminate and amplify portfolio achievements	<ul style="list-style-type: none"> • Write blog posts, case studies and outcome statements that highlight portfolio achievements, program successes, and learnings • Develop storytelling materials to elevate and amplify the impact stories of successful innovators in the portfolio • Contribute to social media output on Twitter, Instagram and LinkedIn • Support updates to website content, design & layout
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
Conduct planned and ad-hoc research and analysis	<ul style="list-style-type: none"> • Support desk research on various topics related to humanitarian innovation, including: <ul style="list-style-type: none"> • Pipeline opportunities for investment • Existing literature on topics related to planned knowledge products • Research to support impact model development • Conduct interviews with research participants, perform data analysis and synthesis, draft summaries of research findings. • Respond to specific requests from internal team members and innovators.

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 2024 period.

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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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
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OPERATIONS SUMMER FELLOW (1 POSITION AVAILABLE)

The Operations & HR Fellow will work closely with the Senior Director People & Culture, Human Resources Advisor, the HR/Ops Administrative Coordinators, IT and Comms. The Operations & HR Fellow will support the Operations side of the GCC business and assist with (and improve) various day-to-day processes. Tasks and activities include but are not limited to the following:

Responsibilities	Sample Tasks and Activities
Operational support with an entrepreneurial mindset	<ul style="list-style-type: none"> • Help the team onboard new platforms including Monday.com, Vacation Tracker and International SOS • Support cross functional Ops teams (ie Comms) on implementing and improving our various SharePoint pages – making them more user-centric • Provide a fresh perspective and provide suggestions for on-going improvements. • Support on monthly finances and invoice tracking • Assist with day-to-day operational tasks as needed, such as supply orders, shipping, catering, office visits, etc.
Support staff engagement, including event planning and coordination	<ul style="list-style-type: none"> • Help the team forward plan various staff events including the All-staff Retreats and other team building events • This may include sourcing venues, agenda/menu planning, team outreach/communication, administration and day-of coordination and logistics
HR operations 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 • 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 • Helping to revamp the Comms SharePoint page, as noted. • Potentially help with translation and interpretation requests

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 2024 period.

COMPETENCIES AND QUALIFICATIONS

- Currently an under-graduate student
- Passionate about digital enablement and user-centric design or processes
- Bias for service and action, uber resourceful
- Experience in similar role requiring superb administrative and organizational skills.
- Experience in event coordination and planning
- 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 (including SharePoint), as well as Monday.com (or equivalent)

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SOCIAL FINANCE SUMMER FELLOW (1 POSITION AVAILABLE)

We are seeking a driven individual to work with our Social Finance and Scale & Sustainability teams. Together, these teams oversee key aspects of Grand Challenges Canada’s debt and equity portfolios, impact investment strategy, and strategic initiatives related to ecosystem strengthening and scaling social enterprises via public and private channels. The summer fellow will report to the Director, Social Finance, working closely across both teams.

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

Responsibilities	Sample Tasks and Activities
Research & analysis	<ul style="list-style-type: none"> • Conduct research on impact investment related themes, such as new development financing models, blended finance, catalytic investments • Analyze sector / geography specific areas related to pipeline and portfolio companies. • Conduct research looking through the body of evidence on innovations that have scaled through public systems • Provide insight of industry trends, macroeconomic factors, and competitive landscapes to inform impact strategies.
Communications	<ul style="list-style-type: none"> • Create PowerPoint presentations related to scaling initiatives, debt / equity portfolio companies etc. • Write case studies and summaries of relevant portfolio companies and innovations. • Produce materials and reports related to strategic areas of focus. • Support due diligence efforts, including aligning investment opportunities with impact objectives.
Project related / ad-hoc	<ul style="list-style-type: none"> • Support key initiatives led by the Social Finance and Scale & Sustainability teams, as required. • Provide analytical and strategic insights and keep abreast of latest innovative finance trends and best practices. • Prepare a centralized calendar for industry-related events and conferences.

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 2024 period.

COMPETENCIES AND QUALIFICATIONS

- Demonstrated knowledge and passion for impact investing, social enterprise, global health, scaling start-ups and/or investing in emerging markets.
- Understanding of global development challenges and how finance can be a tool for positive change.
- Comfort working in a fast-paced, dynamic environment alongside remote colleagues.
- Ability to balance working independently, and to ask for support and guidance when needed.

- Excellent written and verbal communication skills, with the capability to present complex information clearly and succinctly.
- Organised self-starter with entrepreneurial mindset – ready to challenge status quo.
- Structured thinker - able to deal with complexity and uncertainty.
- A keen eye for detail with the ability to manage multiple tasks effectively
- Thirst for learning, personal and organisational growth, and drive to achieve outcomes.
- International experience will be considered an asset but is not required; relevant experience in local communities will be equally valued.

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