

job posting

Role title: Communications Intern (Paid)

Location: Ottawa. Remote or hybrid work

Hours: Full time, May to September 2 (37.5 hours per week)

Join our dedicated team of staff and volunteers and help put an end to extreme poverty.

Results Canada is recruiting a paid **Communications Intern** to work with our Ottawa-based team. We are a nonprofit advocacy organization of passionate everyday people committed to raising our voices for a world without extreme poverty. We combine the voices of our volunteers with strategic areas of focus to improve policies and leverage resources for programs that give people living in poverty the health, education, and opportunity they need to thrive.

This is a **3 to 4-month, full-time** position. Within the overarching objectives of Results Canada, and under the supervision of the Communications Lead, the Communications Intern's responsibilities will be:

communications

- Assist in the implementation and activation of communications strategies for key campaigns.
- Support the organization and execution of various Results Canada events and conferences including taking high-quality photographs.

online content management

- Create and maintain up-to-date and relevant content for the Results Canada website (WordPress), social media accounts and communications tools including reports, blogs and newsletters.
- Ability to respond dynamically to troubleshoot issues, post instantly and engage with replies and comments, where necessary.
- Conduct regular monitoring and analysis of website and social media content.

publication and materials development

[Results Canada](#)

905-280 Albert St. | Ottawa, ON | K1P 5G8 | 613.562.9240 | 1.855.807.8485 | resultscanada.ca

- Assist in creating materials, templates, and content for advocacy tools in line with the communications strategy and brand, in collaboration with the other teams.

Must-have requirements

- Completed or pursuing a university degree in communications, journalism, marketing, or equivalent experience
- Excellent English writing and Basic French skills with strong attention to detail
- Desire to develop skills related to content creation including social media, web, marketing, and communications

Additional requirements

- Interest in the not-for-profit sector in international development and/or a volunteer organization
- Familiarity with design and editing software (ex. Canva) and a general tech-savviness
- Excellent interpersonal and teamwork skills, with the ability to multi-task
- Self-motivated with an ability to prioritize and provide rapid response
- Strong creative, design, strategic, analytical, and organizational skills

Work perks

- Flexible work hours
- Option to work remotely or on a hybrid basis

To apply

Position will be full-time (37.5 hours/week) in downtown Ottawa, ON. Remote or hybrid work is available until further notice.

Applications should include your CV with a cover letter explaining why the position interests you and how your skills and experience make you a suitable candidate. Include concrete experience examples of the must-have requirements.

Please email your application by **May 20, 2022, 5pm EST** to laura@resultscanada.ca and include **Communications Intern** in the subject line. Due to the high volume of applications, only short-listed applicants that have complied with the application instructions above will be contacted.

Results Canada is committed to diversity and equity around the globe and in our workplace. We welcome applications from: women, Indigenous persons, persons with disabilities, ethnic minorities, persons of minority sexual orientation or gender identity, visible minorities, and others who may

contribute to diversification and share our values. If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.

