

Brookfield Institute for Innovation + Entrepreneurship Internship Opportunity

Position Title:	Communications Intern
Term:	2-4 months
Start/end date:	Negotiable (May-September)
Compensation:	\$20 / hour
Hours:	36.25 hours / week

Job summary

The Brookfield Institute is seeking a creative and enthusiastic Communications Intern to help tell the story of our fast-paced and exciting research agenda. As a policy institute focused on real-world solutions, our mission is to help Canada navigate the complex forces and astounding possibilities of the innovation economy. The role of the Communications Intern is to help amplify the work and reputation of BII+E, and to engage key audiences and stakeholders through engaging journalistic storytelling and targeted content creation across our channels.

In short, we are looking for someone who is able to help bring our timely research to life. The ideal candidate is a skilled writer with a keen interest in social and economic policy issues. This candidate is able to contextualize existing research, shape key findings into compelling narratives, and identify opportunities to foster engagement within the innovation ecosystem and beyond.

The Communications Intern's role supports the dissemination and translation of the Brookfield Institute's research in the following ways:

- Engaging with research (past, present, future) to determine key messages, audiences and story ideas to promote major pieces
- Identifying new and creative ways to use the Institute's channels to enhance the publication of our work
- Supporting the communications team in meeting its key marketing and strategic communications objectives
- Developing and maintaining relevant stakeholder engagement materials and lists

Key responsibilities

- Engages with the Institute's research and puts forward ideas for promoting key findings through engaging, relevant and accessible storytelling
- Generates original content — online, newsletter, social, event, and other — for the purpose of promoting the work of the Institute and engaging key audiences and stakeholders
- Provides operational expertise and support on the drafting, review and editing of digital content including newsletters, powerpoint presentations, blogs, two-pagers, press releases and social media content (Twitter, Facebook, LinkedIn)

- Generates regular media scans and lists for internal use, maintains our forward-looking editorial calendar and provides thoughtful insights to BII+E's communications team on new opportunities within the innovation ecosystem
- Assists in the preparation of project information and statistics needed for proposals, presentation materials, and other communication products. May support the development of infographics and data visualizations
- Provides general administrative support to the team, such as organizing meeting logistics, scheduling interviews and events logistics
- Keeps up to date on emerging news and trends in the innovation ecosystem
- Adheres to the unique tone of the BII+E brand

Qualifications

Applicants should possess:

- Currently enrolled in or have recently graduated from a Bachelor's or Master's degree. Journalism, Communications, Marketing, Creative Writing, Public Policy programs preferred.
- Exceptional writing and oral communication skills.
- A passion for story, narrative structure and translating complex ideas into accessible, relevant, engaging formats.
- Desire to create original content, particularly in the areas of Canadian politics, economics, emerging technologies, business and social issues
- Self-starter and able to work independently
- Strong eye for design and understanding of how to grab viewers' attention quickly and effectively (social media, testimonials, promo videos).
- Proven ability to gather, synthesize and analyze information from a variety of sources.
- Computer proficiency, including in the use of Microsoft Office and Google suites of products. Knowledge with Adobe Suite, Photoshop, InDesign and other graphic design / visual communication tools are not required but is an asset.
- Fluency in major social media platforms including Facebook, Instagram, Twitter, YouTube, and LinkedIn.
- Must be able to work legally in Canada.