

# Brookfield Institute for Innovation + Entrepreneurship Internship Opportunity

<b>Position Title:</b>	<b>Policy + Research Intern</b>
<b>Term:</b>	<b>2 - 4 months</b>
<b>Start/end date:</b>	<b>Negotiable (May - August)</b>
<b>Compensation:</b>	<b>\$20 / hour</b>
<b>Hours:</b>	<b>36.25 hours / week</b>

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## Job summary

The Brookfield Institute is seeking one Policy + Research Intern to support a fast-paced and exciting research agenda. This role will contribute to the Institute's efforts to build a robust, data-driven picture of innovation and entrepreneurship trends in Canada, and to inform thoughtful public policies that enable Canadians – from different regions, sectors and backgrounds – to seize the opportunities and prepare for the risks in the shift to an innovation-driven economy.

This role could include supporting foundational research related to innovation trends and policy, or research within any of our active workstreams:

- **Skills for an Innovation-Driven Economy:** This work stream seeks to understand future skill demands across Canada, while helping companies and people gain the skills they need to thrive in an innovation-driven economy.
- **An Innovative + Inclusive Economy:** This work stream examines the distribution of risks and benefits in Canada's innovation economy and explores how to improve equity and broaden participation.
- **Entrepreneurship Ecosystems:** This work stream maps entrepreneurship, start-up and scale-up activity across Canada to better understand the areas of growth and opportunity, and to inform policies aimed at helping entrepreneurs succeed.

## Key responsibilities

- Supports qualitative and/or quantitative research and analysis by conducting literature reviews; carrying out jurisdictional scans; analyzing public policies and programs; encoding, cleaning and organizing data and supporting stakeholder interviews, roundtables or other consultations.
- Contributes to writing internal and externally-facing documents in a clear and accessible format, including reports, discussion papers, powerpoint presentations and blog posts.
- 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 support to general workstream development by gathering insights and participating in data synthesis with the BII+E team.

- Provides general administrative support to the team, such as organizing meeting logistics, scheduling interviews and events logistics.

## **Qualifications**

- Currently enrolled in or have recently graduated from a Bachelor's or Master's program in public policy, economics, social science, business or another relevant field.
- Exceptional writing and oral communication skills.
- Ability to work independently, and with a team.
- Strong logical reasoning and intellectual curiosity.
- An interest in issues relating to Canada's innovation economy, entrepreneurship, and/or innovative approaches to policy development and service design.
- Proven ability to gather, synthesize and analyze information from a variety of sources.
- Experience with qualitative and/or quantitative research methods.
- Computer proficiency, including in the use of Microsoft Office and Google suites of products.
- Must be able to work legally in Canada.