



COMMUNICATIONS INTERN

LOCATION: TORONTO, ONTARIO

INTERNSHIP PERIOD: SUMMER 2020

APPLICATION DEADLINE: 6 MARCH 2020, 5PM EST

Convergence is the global network for blended finance. We generate blended finance data, intelligence, and deal flow to increase private sector investment in developing countries. [Blended finance](#) is the use of catalytic public or philanthropic capital to increase private sector investment in places that need it most. Convergence's global [membership](#) includes public, private, and philanthropic investors as well as sponsors of transactions and funds. Members include institutions such as MacArthur Foundation, FinDev Canada, the Nature Conservancy, and Credit Suisse. Convergence offers its members a curated, online platform to connect with each other on blended finance transactions in progress, as well as exclusive access to original market intelligence and [knowledge](#) products such as case studies, reports, training, and webinars. To accelerate advances in the field, Convergence also provides grants through its [Design Funding](#) program, for the design of vehicles that could attract private capital at scale to global development.

Convergence is headquartered in Toronto and is currently seeking a Communications Intern.

POSITION DESCRIPTION

The Communications Intern will be responsible for supporting the implementation of Convergence's communications strategy. This includes media relations, social media management, website content development, e-mail marketing, graphic design, branding, and other forms of public outreach.

This is a unique opportunity for someone who is interested in acquiring hands on experience in all facets of external communications, in the context of a small but mighty non-profit with a global reach. The Communications Intern will also have the opportunity to develop original communications assets (e.g. blogs and web articles, infographics, social media campaigns, etc.), which they can add to their portfolio.

RESPONSIBILITIES

The Communications Intern will operate under the supervision of the Communications Lead. Key activities will include:

- Support the execution of a content forward plan for website, social media, and e-mail marketing.
- Support the production of in-house videos.
- Draft and edit press releases, blogs, publications, op-eds, and other outreach materials.
- Develop, design, and update branded outreach material, including powerpoints, brochures, social media banners, infographics.
- Support social media management: including drafting and scheduling posts, & monitoring Convergence's channels.
- Support media relations: including media monitoring, writing pitches to journalists, conducting media contact research as well as developing ideas and identifying opportunities for op-eds.
- Prepare e-Newsletters for distribution.
- Regularly update the Convergence website.

QUALIFICATIONS & EXPERIENCE

- Full-time post-graduate or undergraduate student.
- Pursuing a degree in Communications, Journalism, Public Relations, Digital & Mass Media, or a related field
- Excellent academic record.
- Strong writing and editing skills, with an eye for detail.
- Experience with video production strongly desired but not required.

- Experience working with Adobe Creative Suite (PhotoShop, Illustrator, InDesign, Premiere Pro) strongly desired but not required.

APPLICATION

The Communications Internship can be shaped to fit within any 12-16-week window between the spring and fall academic terms. Please submit your application to hr@convergence.finance by 5PM EST on MARCH 6, 2020. Your application should include a one-page resume and a cover letter that describes your interest in global development, blended finance, and Convergence and your suitability for the position.