



COMMUNICATIONS INTERN

LOCATION: TORONTO, ONTARIO

INTERNSHIP PERIOD: SUMMER 2019

APPLICATION DEADLINE: 15 FEBRUARY 2019, 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 plays an important role in driving investment to close the estimated \$2.5 trillion gap in funding per year for the United Nation's Sustainable Development Goals (SDGs).

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 be based in Toronto, and 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.
- 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, and producing original campaigns.
- 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 returning to university in Fall 2019.
- 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.
- An ability to analyze complex issues, identify the most important messages, and communicate them clearly and coherently to a wide range of target groups.
- Experience working with Adobe Creative Suite (PhotoShop, Illustrator, InDesign), 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 15 February 2019, 5pm EST. We expect to make final decisions regarding intern positions no later than 1 March 2019. 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.