

Research and Communications Intern – Description

Position Title: Research and Communications Intern

Location: 124 Merton Street, Suite 401, Toronto ON M4S 2Z2 (5-minute walk from Davisville subway)

Job Type: Hybrid Full Time Internship, a minimum of 400 hours during the Winter term (January 8th – March 29th). (Tuesday's & Thursdays in-office required & Monday, Wednesday, Friday remote)

Proposed start date: January 8th – March 29th (completion of 400 hours).

Compensation: This is an educational internship opportunity. An honorarium of \$3,000 will be provided upon completion of internship.

Contact: Jenna Reynolds, Director, Programs and Services, Asthma Canada jreynolds@asthma.ca

About Asthma Canada

Our vision at Asthma Canada is a future without asthma. As the only national organisation solely dedicated to helping all Canadians affected by asthma, we are committed to improving the lives of the Canadian asthma community through education and support services, research, and advocacy. Please visit our website at www.asthma.ca to learn more.

Position Summary:

Reporting to the Director, Programs and Services, you will assist Asthma Canada on a wide range of projects. You will be encouraged to be creative, provide input, help strategize on upcoming campaigns and projects, and take ownership of your work. The work you do will help us broaden our reach, increase awareness of asthma across Canada, and better engage our community members. Working in a small organization, you will gain hands-on, real experience and training in many aspects of program communications and research.

Duties & Responsibilities:

- Development of an Asthma in Kids program: assist in conducting a lit review and needs assessment
- Conduct an annual Asthma in Canada survey: support in survey development and research analysis
- Analyze our Asthma & Allergy HelpLine data to create a Case for Support and develop metrics
- Create and manage content on social media platforms with intent to increase audience engagement
- Contribute to the development and production of written content for website, electronic news blasts, social media stories, and other communications materials as needed

About You:

Ideal candidates will be energetic, inventive, hard-working, social media and web-savvy, and brimming with ideas about creative ways to engage Canadians in our mission and bring research to life.

- Excellent interpersonal and communications skills
- Strong writing, proofreading, editing, and research skills
- Intermediate level graphic design skills with the ability to creatively communicate information visually
- Self-motivated, strong organizational skills, detail-oriented, ability to prioritize, multi- task and meet deadlines
- Enthusiasm and interest in healthcare and non-profit sector

Education and Experience:

- Currently enrolled in a post-secondary program
 - Bachelors or Diploma in relevant discipline
 - Proficiency with Survey Monkey desired (or willingness to learn)
 - Proficiency with Canva and/or Adobe Photoshop desired (or willingness to learn)
 - Good grasp of social media tools and platforms (Facebook, Twitter, Instagram, Hootsuite)
 - Familiarity with Constant Contact or other web-based e-marketing service is an asset
 - Familiarity with WordPress is an asset
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To Apply:

Please coordinate with Placement Advisor and follow instructions and deadlines provided.

Or send cover letter and resume to Jenna Reynolds, Director, Programs and Services, Asthma Canada at jreynolds@asthma.ca