



Creating  
opportunity  
through  
collaboration.

## **BHER Internship Opportunities**

The Business + Higher Education Roundtable (BHER) is a non-partisan, not-for-profit organization that brings together some of Canada's largest companies and leading post-secondary institutions.

Launched in 2015, we have worked to harness the strengths of Canada's businesses and post-secondary institutions to create opportunities for young Canadians, boost innovation, and drive collaboration.

BHER is looking for interns to support the research, product development, and communications work of our fast-paced, growing organization.

### **Intern, Research and Project Coordinator**

- Research: Supports qualitative and/or quantitative research and analysis by analyzing public policies and programs, engaging with the results of research from partner organizations, and conducting research on issues related to Canada's work-integrated learning (WIL) ecosystem.
- Product and project development: Support BHER's development of evidence-based products (i.e., tools and resources).
- Partner outreach: Help support BHER's growth and development through research projects, stakeholder outreach, and internal operations.

### **Intern, Digital Communications**

- Communications: Help draft and post social media, graphics, and presentations (typically in Canva.) Assist in preparation of project information and statistics needed for proposals, presentation materials, and other communication products.
- Digital Platforms: update and maintain BHER's website and other project specific digital platforms

### **TERM**

- 8 or 12 month positions
- 40 hours per week preferred, though adjustments to this time commitment can be made

## **INTERESTS**

- A passion for issues relating to skills, innovation, and/or post-secondary education
- A commitment to boosting access to equitable and inclusive work opportunities
- Interest in a career in public policy, government, research, product development, communications, or the not-for-profit sector

## **EXPERIENCE and SKILLS**

- Currently enrolled in a university, college, or polytechnic. Please indicate if you will be receiving course credit or recognition for this work-integrated learning experience.
- Some work, volunteer, campus, or community service experience.
- Strong communication and interpersonal skills.
- Strong problem solving and critical reasoning skills.
- Comfortable working in a fast-paced, entrepreneurial environment.
- Computer proficiency, including experience using Google Office Suite products.
- A research or digital communications background developed through coursework or related work experience would be an asset.
- Bilingualism (written and spoken) is a strong asset.
- Must be able to legally work in Canada.

## **COMPENSATION AND BENEFITS:**

\$19.00 per hour with access to employee professional development and training opportunities

**LOCATION:** Remote with the necessary IT equipment required

Interested applicants should submit a one page cover letter, a resume of up to two pages, and any necessary disability accommodations to [jennifer.riopelle@bher.ca](mailto:jennifer.riopelle@bher.ca). Applicants should focus their cover letter on one of the positions available. We encourage applicants to relate their professional skills and experiences back to their personal experiences and identities. Application deadline is Monday, August 13.