



# Fraser Institute Internship Program

**Internships** are a unique opportunity for university students to contribute to the work of the Fraser Institute.

Student interns work for set terms, usually 4-months, under the direct supervision of a policy or program staff person in one of Fraser Institute's four national offices. Undergraduate and graduate students, and recent graduates, are eligible to apply. All student interns must have a high level of written and verbal English proficiency, and excellent computer skills. Additional skills will be also required for each project.

**Research interns** provide research assistance to policy departments, and contribute their research, analysis and writing skills to a study intended for publication in a specific research area. Responsibilities may include primary research, literature reviews, survey design and execution, statistical analysis, and technical and editorial writing.

Past projects include Canada-U.S. relations, Entrepreneurship in Education, Continental Natural Gas Production, Health Policy Studies and Mining Studies. Intern research may also be published and disseminated to a wide audience.

**Program interns** provide assistance to the Institute's programs and outreach initiatives, and develop the knowledge and skills necessary to manage successful programming in a think tank environment. Responsibilities may include database management, event co-ordination, communication, and outreach.

**All interns** participate in regular seminars and discussions, attend Institute events, and network with policy experts.

**Internship opportunities** are described on the following pages.

**For more information about our internship program, please visit:**

<https://www.fraserinstitute.org/education-programs/students/internship-program>



Fraser Institute 2015 summer interns: Top row – left to right: Sazid Hasan, Brianna Brown, Megan O’Neill, Ian Nason.  
Bottom row – left to right: Kayla Ishkanian, Kristine Ramsbottom.

### Work terms

Winter – January to April

Summer – May to August

Fall – September to December

### Stipend

\$2,000 per month paid semi-monthly.

\$2,500 per month for candidates who have completed a graduate degree.

Reasonable domestic travel expenses reimbursed.

### Mailing List

To receive notification of upcoming internships, seminars, contests and more, use the online form at:

<https://www.fraserinstitute.org/education-programs/students/student-subscription>

### Applications

Applications must include a résumé, cover letter, and writing sample (or portfolio).

Applications submitted via email to [internship@fraserinstitute.org](mailto:internship@fraserinstitute.org) must use the email subject header "internship application" and must be received by the application deadline.

Your cover letter should indicate which area of policy you are most interested in and qualified for and list academic references. Writing samples should be brief example (i.e. 6 pgs) of your research and writing abilities (for research).

### FAQs

A comprehensive internship application FAQ section is available at:

<https://www.fraserinstitute.org/education-programs/students/questions-past-students>



# Fraser Institute Internship Program

## Fall 2017 - Vancouver

### Development Events internship

|                       |   |
|-----------------------|---|
| Work term:            | Sept 5 <sup>th</sup> to Dec 21 <sup>st</sup> (4 month term with option for extension)     |
| Location:             | Vancouver   |
| Application deadline: | July 31 <sup>st</sup> , 2017  |
| Interviews:           | We will review applications as they are received and schedule interviews in early August. |

#### *Development Events Intern*

#### **Location: Vancouver, BC**

Reporting to the Director of Development Events, the intern will be exposed to a variety of tasks essential to the success of the development department at Canada's top think tank.

These projects will include but are not limited to the following:

- Updating development event marketing materials – (Flyers, emails, banners, event web invites)
- Providing support executing major development events;
- Leading the planning and execution of small regional outreach events with the support of the Sr. coordinator;
- Assisting with creating and maintaining marketing lists, ensuring they are up to date for campaigns and correspondence;
- Researching and identifying major prospects for general funding and project specific work;
- Phone campaigns following up with event invites and securing ticket and table sales for gala events;
- Reporting on deliverables i.e. tracking support and sales; and
- Other responsibilities assigned by the director of development or associate director of development events.

### Candidate Qualifications:

- Self-motivated and have a strong sense of personal initiative and ownership
- Positive attitude, detail and customer oriented with good multitasking and organizational ability; able to handle multiple tasks under short deadlines
- Practical knowledge and experience with creative design software including working with Adobe Creative Suite (Photoshop, InDesign, and Illustrator) is preferred
- Experience executing or supporting corporate, professional, or VIP events is strongly preferred
- Proficient in using MS Word, PowerPoint, and Excel; specifically creating mail merges, name tag merges, reports, etc.
- Strong written communication skills including writing and editing business correspondence

- Strong verbal communication and interpersonal skills
- Ability to work with dynamic timelines and tasks
- Knowledge of or experience using eMarketing / CRM Systems: Cvent (Preferred), MailChimp, Constant Contact, Marketo, Silverpop, Oracle, or Raiser's Edge is preferred
- Experience or knowledge of the hospitality industry is an asset
- Ability to work closely with others and achieve group targets
- University or college degree in Marketing, Communications, Fundraising, Business, or related fields. A combination of work experience and education may be considered.

The ideal candidate will demonstrate a passion for working in a not-for-profit environment, integrity, confidence, enthusiasm, initiative, some understanding of public policy formulation and the role played by competitive markets in economic growth.

In addition, the candidate should possess a professional demeanor and be confident addressing donors through phone solicitation.

## **How to apply**

Please email your résumé and cover letter to the Manager, Human Resources at: [internship@fraserinstitute.org](mailto:internship@fraserinstitute.org) with the subject line "Development Internship Vancouver."