



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.



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 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 Summer 2016

Project descriptions

The Fraser Institute has one research internship opportunity and one program internship opportunity to announce. See project descriptions for internship locations and application requirements. Please review the following project descriptions carefully, and apply only for those positions that best suit your interests, skills, and experience.

Application deadline: **February 26, 2016**

Research internship

Natural Resource Studies

Work Term: May 2, 2016 – August 31, 2016

Location: Vancouver

Reporting to the Senior Economist in the Centre for Natural Resource Studies, the intern will support ongoing and new research in the mining and energy sectors. The position will involve research, literature reviews, data analysis, and supporting research projects. Strong writing skills will also be an asset as the intern may be involved in blogging and producing material for the centre's website and research projects.

The candidate should be: a recent graduate with a Bachelor's degree in a relevant field (such as, economics, political sciences, environmental science, international development, or resource economics) and proficient in MS computer applications. Applicants should also possess a solid understanding of economics and public policy and have exceptional verbal and written communication skills with a demonstrated ability to communicate complex, scientific and economic concepts to a lay audience. Previous experience researching or working with the mining or energy industry and/or performing data analysis is an asset.

Program internship

Development

Work Term: May 2, 2016 – August 31, 2016 – with the possibility of an extension

Location: Vancouver

Description:

Reporting to the Director of Development & the Associate Director of Development Events, the intern will be exposed to a variety of tasks essential to the success of the development department.

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

- Developing and updating marketing lists (i.e. event marketing lists);
- Stewardship phone campaign, including renewals, event invitations, and thank you calls;
- Researching and identifying prospect lists for general funding and project specific work;
- Creating and updating development marketing materials;
- Assisting with creating and distributing direct mail campaigns and various donor correspondence including tax receipts;
- Updating electronic donor records in Raiser's Edge;
- Support securing ticket and table sales for gala events;
- Providing support executing fundraising events; and
- Reporting on deliverables i.e. tracking support and sales.

Candidate Qualifications:

- Enrolled in or a recent graduate of a university or college degree in Marketing, Communications, Fundraising, Business, or related fields. A combination of work experience and education may be considered.
- Excellent written communication skills including writing and editing business correspondence
- Strong verbal communication and interpersonal skills; experience in phone sales/ call centre experience is an asset
- Highly organized and able to handle multiple tasks under short deadlines.
- Proficient in using MS Word, PowerPoint, and Excel; specifically creating mail merges, name tag merges, reports, etc.
- Experience working with Cvent and Raiser's Edge (preferred)
- Practical knowledge and experience with creative design software including working with Adobe Creative Suite (Photoshop, InDesign, and Illustrator).
- Experience or knowledge of the hospitality industry is an asset.
- Ability to work closely with others and achieve group targets.

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.