

**POSITION:** Communications Intern

**LOCATION:** Toronto, Ontario

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## **ABOUT THE MASTERCARD FOUNDATION**

Mastercard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission.

## **THE POSITION**

The Communications Intern will report to the Deputy Director and work directly with the Editor and other Communications team members and Foundation staff. This position is a six-month paid internship.

### **Specific Responsibilities**

The Communications Intern will support a range of activities across the Foundation including, but not limited to, the following:

- Ensure Foundation editorial and social media calendars are up to date
- Ensure communications materials, including key messages, Q&As, fact sheets, presentations and website are kept up to date
- Work with the Editor to plan, write and/or edit Foundation communications materials
- Fact checking and proofreading
- Support Communications campaigns, as required
- Support social media activities, as required
- Provide logistical and administrative support for Department events
- Coordinate travel including flights and accommodations for Communications Senior Management
- Draft expense reports for Communications Senior Management
- Respond to incoming Foundation email inquiries

- Other duties as required

### **QUALIFICATIONS**

The ideal candidate will have the following qualifications:

- Undergraduate or graduate degree in communications, journalism or relevant subject matter experience
- 1-2 years of work experience in related field
- An international orientation with exposure to or interest in international development and Africa preferred

### **Knowledge, Skills and Abilities**

- Strong communication and writing skills in English (written and spoken)
- Excellent editing and proofreading skills
- Proficiency with WordPress and various social media platforms preferred
- Excellent organizational skills and demonstrated ability to handle multiple tasks simultaneously
- Excellent interpersonal skills with a sense of humour
- Responsive and calm under pressure
- Proactive, engaged and a self-starter
- Ability to work both independently and as part of a team
- Flexible, adaptable and able to effectively execute a range of job duties
- Strong attention to detail
- Proficiency with Microsoft Office including PowerPoint, Word and Excel

### **TO APPLY**

Please email your resume and cover letter explaining your interest in the position to Human Resources at [humanresources@mastercardfdn.org](mailto:humanresources@mastercardfdn.org) indicating "Communications Intern" in the subject line of your email.

All applications are appreciated; however, only those candidates selected for an interview will be contacted. Accessibility accommodations are available at all stages of the recruitment process upon request.

### **APPLICATION DEADLINE**

The application deadline for this posting is August 25, 2017

## Communications Intern



*The MasterCard Foundation welcomes and encourages applications from all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.*