



JOB POSTING – Summer Internship – Communications Intern, Global

Organization:	Right To Play International
Department/Division:	Marketing & Communications
Work location:	Toronto, Ontario
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$18 per hour
Target Start Date:	June 6, 2022
Contract Duration:	8 weeks
Closing Date:	May 20, 2022

This internship is funded by the Government of Canada - [Canada Summer Jobs Program 2022](#).

Eligibility - Youth do not need to be students to be eligible for the program. In order to be eligible, youth must meet the following criteria:

- must be between 15 and 30 years old at the start of employment,
- is a Canadian Citizen, Permanent Resident, or a person on whom Refugee Protection has been conferred under the Immigration and Refugee Protection Act,
- is legally entitled to work according to provincial legislation and regulations.

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:



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Website: righttoplay.com



- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Communications Intern will be responsible for providing writing and marketing support for Right To Play's global Marketing and Communications team. This includes taking on key responsibilities in project management and execution, as well as delivering high-quality, compelling written products to help us achieve our communications and fundraising goals.

The incumbent will additionally assist with optimizing team collaboration by developing and updating templates and tools that will be rolled out and used across our global team, while also providing administrative support as needed.

Reporting to the Marketing and Communications Manager, this role is a member of Right To Play's HQ Marketing and Communications team, and will support the organization's marketing, fundraising, and donor stewardship goals across global markets.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Writing and Content Production (50% of Time):

- Contribute to the development of high quality internal and external communication materials.
 - Writing content for the web, feature articles, infographics, social media, donor stewardship materials, etc.
 - Sourcing and recording relevant third-party statistics from publicly available sources about the issues and needs that affect children in our programs.
 - Supporting project management of ongoing content production, working with colleagues to ensure assets are delivered on time and that all supporting documentation/assets are received.
 - Coordinating with various departments to source content for monthly internal communications.
 - Helping to prepare simple visual assets on Canva (graphic design platform).



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Job Responsibility #2: Capacity-building and Systems (30% of Time):

- Support the optimization of tools that facilitate team collaboration, including:
 - Exploring and establishing a new project management software that provides an easy-to-use, engaging user experience for team members.
 - Researching and compiling a list of potential project management and online proofing software tools, features, costs, pros and cons, etc.
 - Testing software and sharing findings/recommendations with HQ communications team.
 - Updating project management tracking documents to ensure they reflect the most recent information.
 - Creating and optimizing templates for concept notes, fact sheets, and other documents.
 - Supporting the development and updating of team reference and process documents.
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Job Responsibility #3: Administration Support (15% of Time):

- Uploading and organizing photos, supporting documentation, and other materials related to communications materials on our web-based collaborative platforms (i.e., SharePoint, SmugMug, etc.)
 - Making the photo database easier to search by helping to tag images according to commonly used search terms.
 - Transferring reference and historical files from archived folders into new database to make them more accessible.
 - Using Wagtail Content Management System (CMS) to support digital communications colleagues with site optimization by engaging in data organization and clean up.
 - Supporting the team with the planning and coordination of meetings.
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Job Responsibility #4: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Working towards completion OR completion of post-secondary education with a degree or diploma in marketing, business, communications, or related fields.

EXPERIENCE:

- Experience developing and executing communications strategies and plans.



- Experience collaborating across a team to manage project timelines and ensure content is delivered on time.
- Experience developing compelling and effective marketing and communications materials, including presentations, social media and web content, videos, etc.
- Experience supporting the planning and coordination of meetings, experience with maintaining tracking spreadsheets, and other project management tools.
- Experience researching and properly citing sources related to human rights and social change issues.
- Experience working cross-functionally and demonstrated ability to lead successful projects.
- Experience working according to child protection and child safeguarding best practices, especially with regards to photography and videography involving minors.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Able to manage competing priorities and deliver tasks and projects on spec and on time.
- Comfortable in a fast-paced environment and meeting tight deadlines.
- Exceptionally detail-oriented, with strong organizational skills.
- An energetic go-getter, motivated by challenges with a passion for problem-solving.
- Eager to learn new skills and seeks out knowledge.
- Demonstrated ability to work within a cross-functional, international team while being adaptable, flexible, and sensitive to cultural differences.
- Excellent interpersonal relationship skills and collaborative, supportive mindset.
- A confident oral and written communicator.

KNOWLEDGE/SKILLS:

- Excellent writing, editing, and proofreading skills.
- Familiarity with Office 365.
- Excellent project management and organizational skills.

LANGUAGES:

- Fluency in oral and written English is required.

DESIRED QUALIFICATIONS (An Asset)

- Experience with the following software/tools (or similar) is an asset:
 - Wagtail CMS
 - Mailchimp or other email marketing services
 - Canva





- SmugMug
- SharePoint (Microsoft)

WHO YOU ARE:

You are a highly driven, results-oriented, collaborative, and well-rounded team player with a passion for communications. You're eager to learn, develop new skills, and contribute to a global mission of empowering vulnerable children and youth.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative, and collaborative global team where you have the ability to make things happen. You will gain experience working with colleagues across the globe to support communications goals for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care, and be playful**).

In this role, the successful candidate will also have the opportunity to:

- Develop communication and digital skills by helping to create marketing products that advance Right To Play's mission and goals.
- Develop project management, teamwork, and leadership skills by collaborating with colleagues around the globe on communications initiatives that increase brand awareness.
- Develop client service experience in a marketing context by providing high-quality communications support to Right to Play fundraising offices to help them meet their fundraising targets.

HOW TO APPLY:

If you are interested in applying for this position, please email your resume and cover letter to careers@righttoplay.com and include the job title in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly



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environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.