

## COMMUNICATIONS & CAMPAIGNS INTERN

Have you heard about TAF? We're a regional climate agency that invests in low-carbon solutions for the Greater Toronto and Hamilton Area and helps scale them up for broad implementation. We are experienced leaders and collaborate with stakeholders in the private, public and non-profit sectors who have ideas and opportunities for reducing carbon emissions. We advance the most promising concepts by investing, providing grants, influencing policies and running programs.

We're building our GTHA network and need to include more climate allies and organizations working on interconnected issues like housing, affordability, economic opportunity, and health. We started using Salesforce to manage and organize our communications data a little over a year ago, and have an integrated team approach to doing our work that means lots of relationships across the org. Now we're looking for a summer intern to help our team to analyze our lists to identify important gaps, build out our network of contacts, and set up basic processes and strategies to help us sort, filter and continue to develop our lists.

In this role, you'll work on the Communications & Campaigns team and with leaders across the organization building up new prospective partner lists. You'll get hands on experience with Salesforce, SharePoint, other Microsoft tools, and communications tools like HootSuite and MailChimp, while developing your data management, research, and communication skills.

### This role will:

- Build TAF's contact list and improve our inter-team contact sharing to ensure we're up-to-date on current relationships
- Provide contact insights to identify opportunities for collaboration, improve email engagement, and grow our subscriber list.
- Develop and try out a process for tagging new entrants to optimize search and sorting.
- Identify future collaborators who may support our policy, grants, impact investing, and demonstration programs.

### What you'll do:

- Generate and analyze Salesforce contact reports to identify gaps and opportunities to expand specific networks for TAF.
- Research and fill in missing data points about TAF contacts in Salesforce including location, organization, industry, professional role using tools like Google, LinkedIn, existing records, and other digital tools. Contact data is infinite and always changing, so this is about finding pertinent, rather than exhaustive information.
- Consult with and support TAF teams with contact data needs, keeping relevant internal stakeholders apprised of progress.
- Manage, segment, and organize audience data.

- Be a part of the TAF team! Participate in team-wide meetings, socials, trainings, and many other activities.

### The kind of candidate we're looking for:

- Currently completing (or a recent graduate) from a business, communications, policy or related program and have a demonstrated interest in sustainability and urban climate solutions.
- Experience using Microsoft Suite or similar tools, and experience with Salesforce is helpful but not essential – you'll get on-the-job training.
- Strong research and analytical skills and comfortable working with data and databases
- Demonstrated ability to express ideas clearly and effectively in speech or writing.
- Ability to work both independently and collaboratively.

### Other important details:

- **Compensation:** \$26/hour for approximately six (6) weeks between July 1 – August 31, plus financial support for wifi associated with work. Flexible schedule and hours to be determined in consultation with your manager.
- **Reporting to:** Senior Manager, Communications & Campaigns
- **Location:** Hybrid, with at least one day a week in the TAF's downtown office (near Bay and Dundas St). We will consider fully remote work for the right candidate!
- **Other perks:**
  - Experience what it's like to work in the climate sector, with a team of climate action professionals.
  - Enjoy socials, lunch n' learns, training sessions and other staff-wide experiences.
  - Benefit from financial support for wifi associated with work.
  - Benefit from other hands-on learning and networking opportunities.

### How to apply:

- Email [jobs@taf.ca](mailto:jobs@taf.ca) by June 1 and send:
  - Your resume – (two pages).
  - A one-page cover letter telling us about why the opportunity interests you, and what you hope to gain from the experience.

### Process:

- Hiring manager and Manager, Operations and People will review all resumes and cover letters on a rolling basis.
- Short listed candidates will participate in a up to two interviews to select a final candidate.
- Contracting and start date.

Building an inclusive community with a shared purpose is critical to our work and mandate. We are Equalx30 signatories and believe that teams work best when the people within them are diverse in background and approach, including diversity of race, gender, sexual orientation, religion, ethnicity, national origin, age, and all the other fascinating characteristics that make us different.