



Research & Content Developer Intern

Remote; 28 to 35 hours/week; contract up to 4 months; paid internship; ideally available to start work immediately

Who we are

Phil creates fundraising and communication strategies and tools specifically for socially-missioned organisations and businesses. We offer strategy, fundraising, branding, IT and social media marketing services. We're a small and talented team with one thing in common: our clients are our heroes. Every member of our team was drawn to working with us because of our commitment and shared values that align with being a B Corp. We truly believe that businesses can be a force for good.

Job Description

The Research & Content Developer Intern will assist in various internal projects by conducting research, writing content, and providing support in project coordination.

Main Responsibilities

- Assist our Strategic Advisor by taking part in researching and writing for several existing and upcoming SDG-focused projects
- Assist and coordinate with the team to produce internal content that informs staff and clients about different policies and procedures

What will help you be successful

- BA in communications, journalism, English or French language arts, or other related field
- Knowledge of SDGs and other related concepts
- Ability to research, analyze and synthesize complex information
- Strong communication skills
- Project coordination skills and taking initiative
- Ability to work both independently and in collaboration with other team members
- Bilingualism French-English (written and verbal)

A note on diversity and inclusion

We are working hard to be a diverse, equitable, and inclusive workplace. Phil aims to create a workplace that ensures everyone has equal access to opportunities, where everyone is safe, and there is intentional value in the voices of people who have traditionally been exploited and marginalized. All qualified applicants will receive consideration for employment. We are committed to equal opportunity and treatment at work regardless of ethnicity, race, age, sex, gender identity, sexual orientation, marital status, disability, or religion.

Interested to apply?

For this role, we are only hiring Canadian citizens, permanent residents, Canadian residents with a valid work permit, or persons granted refugee status in Canada. You must be legally allowed to work in Canada according to Canadian legislation and regulations

Send your resume to iwant2work@phil.ca. Please include a cover letter that indicates why you'd like to work at Phil, and examples of past work experiences or projects, if any, that you feel are relevant.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.