



Role: Development Intern - Term Contract

Reports: Partnerships & Development Officer

About NEXT Canada:

NEXT Canada is a national, non-profit organization that develops exceptional talent to build world class ventures and propel technology adoption. Founded in 2010 as The Next 36 by a group of pioneering business leaders and academics, NEXT Canada is today a leader in the delivery of cutting-edge programming designed to foster lifelong entrepreneurship in three streams: NextAI, Next 36 and Next Founders; and, starting in 2019 with the launch of Next Health and Next ED, programs to support the adoption of AI and emerging technologies in businesses and other organizations.

Our programs, delivered through meaningful partnerships between government and the private sector, strengthen the foundations of Canada's current and future health and prosperity.

The Opportunity

NEXT Canada is seeking a highly organized and motivated individual to join a team of 14 staff, and a growing network of mentors, advisors, volunteers and donors. This role offers opportunities to gain experience and exposure to fundraising, marketing, events, networking and the entrepreneurial courses of NEXT Canada and its programs.

The individual will support the Partnerships & Development Officer and Development Team, taking responsibility for activities such as:

- Supporting the Partnerships & Development Officer with database management (Salesforce) including the tracking of NEXT's partnerships and relationships across the business, academic and entrepreneurship ecosystems.
- Supporting the Partnerships & Development Officer with data collection for partnership reporting
- Preparing Development information packages for meetings and events (bio packages, meeting packages, etc.)
- Assist the team with event preparation and execution (i.e. name tags, signage, registration lists, etc.)

- Personal learning opportunities (e.g. auditing Next 36 classes)
- Scanning and filing of NEXT Canada documents into online filing systems
- Supporting other parts of the NEXT operation *as needed*, including program delivery (i.e. of Next 36, Founders and AI) and operations (i.e. finance, office management, etc)

The ideal candidate is a university or college student or recent graduate who is a Canadian citizen or Permanent Resident. This is a full-time, paid opportunity, running from May to August 2019.

The Preferred Candidate Will Have:

- A positive attitude and an entrepreneurial approach in designing and executing the projects
- Some understanding of the technology training and acceleration space
- A flexible and cooperative approach, in working with different members of the NEXT team and engaging alumni and other partners
- Strong research, analysis and written / oral communications skills
- Proficiency in MS Office Applications, particularly Word, Excel and PowerPoint
- Experience using databases and cloud-based CRM tools
- Ability to manage multiple projects and deadlines
- Highly organized and detail oriented
- Sound judgment and discretion
- Enthusiasm to work in a dynamic and ambitious organization as a key member of a small team

Qualified and interested candidates are encouraged to submit their c.v. and brief (less than 1 page) cover letter by **Wednesday, April 17, 2019** to careers@nextcanada.com.

NEXT Canada thanks all candidates for their applications. Only candidates selected for interview will be contacted.