

PUBLIC INC.

50 Wellington Street East, Suite 400
Toronto, Ontario, Canada M5E 1C7
publicinc.com
416.782.2220

PROFIT WITH PURPOSE



**Summer Internship Program
Client & Research Specialist**

Who We Are

PUBLIC Inc. is Canada's leading social impact marketing agency helping brands profit with purpose. Our belief is that companies can be major creators of social impact. Integrating business benefit and community benefit is a mutually reinforcing and scalable proposition. To do so effectively, community benefit becomes an explicit goal of the enterprise and society needs and challenges are factored into mainstream business decisions. We call this "profit with purpose" and believe it is the future of business.

We are looking for a **Client & Research Specialist** to participate in our Summer Internship Program.

This position is partially funded by the United Nations Association of Canada through the Green Spaces Program, which is supported by the Government of Canada as a part of the Youth Employment Strategy.

The Role

You will report to the Client Director and/or Client Lead and contribute to the day-to-day coordination of client work, as well as conduct secondary research to help inform client projects. Working collaboratively with our Client and Strategy teams, you will help PUBLIC deliver exceptional client work and outcomes.

As a part of this internship, you will also participate in workshops, networking sessions and Lunch & Learns with Good & Well - a Toronto-based impact investment firm - alongside interns from several other social purpose businesses.

Key Responsibilities include:

Account Coordination & Project Management:

- Contribute to and assist in the preparation of client documents and reports (e.g. project plans, internal briefing documents, presentations, contact/call reports, status reports);
- Arrange and prepare for internal and client meetings;
- Act as client contact and manage select PUBLIC projects;
- Monitor and manage internal project schedules with the assistance of the team; and
- Monitor project budgets and run weekly internal reports to assist the Client team.

Client Research:

- Contribute to the development of research and questions for client strategy deliverables;
- Conduct secondary research online and by phone with the guidance and supervision of the Client or Strategy teams;
- Prepare research reports to be shared internally with the Strategy team to inform key client, consumer and social impact insights; and
- Conduct client media scans daily to help inform the Client teams.

Who You Are

You are a confident, organized, and personable self-starter who thrives in a collaborative and informal environment and wants to work with leading brands to make the world a better place.

- Current or recently completed undergraduate studies in Marketing, Business, or related disciplines

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- A minimum of three years of post-secondary school education, current full-time enrollment in a post-secondary institution and intending to return to school post-internship
- Highly flexible, detail-oriented worker willing to roll up your sleeves to get the job done
- Self-starter that sees where the need is and takes action
- Strong interpersonal and communication skills
- Collaborative team player
- Efficient and effective at managing your time
- Superior problem-solving skills and an innate curiosity about consumers, social impact issues and the world
- Between the ages of 15 and 30 (inclusive) at the time of intake/selection, as per the UNAC Green Spaces wage subsidy program requirements
- A Canadian citizen, permanent resident or person who has been granted refugee status in Canada
- Legally entitled to work according to Ontario's legislation and regulations

Other Details:

- Internship Dates: May 6th – August 23rd, 2019.
- Rate of pay: \$15/hour for 37.5 hours/week.
- Business hours are Monday to Friday, 9am-5pm.

To Apply:

Apply online via our application portal <<https://goodandwell.typeform.com/to/CzmSRP>> and include the following:

- Resumé
- A cover letter (under two pages) including answers to the following questions:
 - What will you bring to the internship?
 - What do you hope to gain from the internship?
 - What does social impact mean to you?
 - Describe a time when you faced a challenge. How did you approach it and what did you learn from that experience?

Application Deadline: February 7, 2019 at 11:59pm (extended).

Please note that applications submitted via other methods will **not** be reviewed.

About Public Inc.

Public is a leading social impact agency. We believe that purpose - a meaningful and focused commitment to creating social and community impact - will be a powerful driver in accelerating, amplifying and differentiating successful 21st-century businesses; that integrating purpose into their brand, business and marketing strategies creates a "sticky factor" that will play an increasingly pivotal role in attracting & retaining the next generation of consumers and employees.

And more broadly that we can, and must, move increasingly toward a "purpose economy" where businesses, nonprofits, governments and consumers behave in ways that are as good for the world, and for those people and communities around them, as they are for themselves. True "profit with purpose".

Learn more at publicinc.com

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PUBLIC welcomes applications from persons of diverse backgrounds and is an equal opportunity employer. PUBLIC is committed to building and fostering a fair and inclusive workplace which values diversity and encourages respect for dignity, beliefs and ideas consistent with the principles outlined in the Ontario Human Rights Code (the “Code”), and the Accessibility for Ontarians with Disabilities Act (AODA). PUBLIC recognizes the value of identifying and removing barriers and promoting inclusion in the workplace.