

Job Posting: 4468 - Position: Public Policy and Entrepreneurship Intern

Co-op Work Term Posted:	Summer
Application Deadline	03/07 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	02/01 4:50 PM
Job Posting Status:	Approved

Company Information

Organization	Canadian Federation of Independent Business
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Contact Title	Alberta Director of Provincial Affairs
Address Line One	123-456 8th Avenue SE
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T1K 3M4
Country	Canada

Job Posting Information

Term Posted	Summer
Job Title	Public Policy and Entrepreneurship Intern
Duration	4 Months
Job Location	Calgary
Job Description	

The Canadian Federation of Independent Business (CFIB) is a non-partisan, not-for-profit advocacy group representing the interests of 109,000 small and medium-sized businesses in Canada for more than 40 years. It was born in reaction to a piece of public policy that, at the time, would have been devastating to the Canadian independent business sector.

In conjunction with Scotiabank, we are offering a four-month Public Policy and Entrepreneurship Internship in our Vancouver, Calgary, Winnipeg, Charlottetown, Toronto and Ottawa offices (six positions). The positions will run from early May to late August.

CFIB has taken great care in developing a Public Policy and Entrepreneurship Intern Program that will not only advance our small business members' priorities, but will also provide a meaningful and enriching opportunity for the intern.

Scope of Responsibility:

Reporting to a member of the legislative team, you will be responsible for the research, analysis and

writing of a specific project relevant to our small business members. The project has been pre-selected based on its compatibility with the Intern Program and CFIB's legislative agenda. We strongly encourage interested candidates to check out our research and advocacy work at www.cfib.ca. At the end of four months, the project may be considered a component of CFIB's public advocacy work on these issues.

Highlights of Responsibilities:

In consultation with and direction from the local senior analyst, you will:

- Refine the project plan and develop weekly completion targets
- Meet agreed upon weekly completion targets
- Gather relevant data from CFIB member surveys, government and other sources
- Analyze data and write draft final report
- Work collaboratively with other CFIB Public Policy and Entrepreneurship Interns and CFIB colleagues across Canada
- Provide research assistance on other small business issues, as necessary
- Provide office administrative help and assist small business members, as necessary

Job Requirements

Qualifications:

Candidates must possess:

- Desire to learn more about the small business sector and its role in the Canadian economy
- Interest in government relations/politics/public policy
- Strong research skills to undertake qualitative and quantitative analysis, check sources and facts, and develop key arguments
- Superior written communication skills
- Commitment to accuracy and thoroughness
- Expertise in word processing, spreadsheets and graphs
- Proven ability to work interdependently in a collaborative environment with colleagues in a small office environment
- Ability to step in to help keep the office running (answer phone, administrative tasks), if necessary
- Good interpersonal skills
- Objectivity and non-partisanship

Preferred Academic Level	Undergraduate Graduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Arts (BA) Bachelor of Management (BMGT) Masters (MA-MSC) Accounting Anthropology Art Canadian Studies Computer Science BMgt Economics BA Economics BMgt English Finance First Nations' Governance

French
French/Spanish
General Major - Humanities
General Major - Social Sciences
General Management
History
Human Resource Management & Labour Relations
International Management
Management Information Systems
Marketing
Master of Arts
Master of Science
Native American Studies
Philosophy
Political Science BA
Political Science BMgt
Psychology
Religious Studies
Sociology
Urban & Regional Studies

Projected Start Date May 07 12:00 AM
Projected End Date August 31 12:00 AM

Application Information

Additional Application Information

Notes:

Both active students and recent graduates of relevant post-secondary education are encouraged to apply. Preference will be given to those students able to complete the internship without interruptions.

Remuneration:

\$2,500/month gross (paid bi-weekly, less statutory deductions)

Writing sample:

This application process requires a sample of written work you have completed. The writing sample should be a brief example of your research and writing abilities. The sample does not necessarily have to be related to small business issues. For example, you may want to use a portion of a paper that you submitted for a school course. Please keep your writing sample to two pages. If needed, further samples may be requested from short-listed candidates.

Note: CFIB will be reviewing applications as they are submitted. We encourage you to apply early. All applications will be acknowledged; however, please note that only those applicants that meet the criteria will be contacted for an interview.

Please ensure to indicate in your cover letter, which city you are applying for.