



**Position:** Summer Intern, Strategic Policy & Innovation  
**Term:** Contract until August 2022  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Director, Government Relations & Director, Strategic Development

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

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## Summer Intern, Strategic Policy & Innovation

Waterfront Toronto seeks a **Summer Intern, Strategic Policy & Innovation** to support the Strategic Policy & Innovation department in specific research of policy areas relating to waterfront revitalization and the development of associated briefing materials (e.g. briefing notes and presentations) for internal and external stakeholders. The Summer Intern will also be responsible for assisting with a number of smaller self-contained projects such as policy analysis, report creation and policy alignment. This role will report to both the Director of Strategic Development and the Innovation Analyst depending on the task.

This is an excellent opportunity for a current student with interests in the public policy and urban revitalization.

To be considered for this role, students must have been enrolled in a post-secondary institution during the 2021/2022 academic year. The role is anticipated to begin in early June.

### Key Responsibilities:

- Research and analyze policy documents related to all areas of revitalization to support the preparation of reports to internal and external stakeholders.
- Liaise as necessary with internal and external stakeholders to ensure accurate and appropriate analysis.
- Attend project team meetings and assist in the preparation of meeting materials including presentations and minutes.
- Document existing policies and their alignment with Waterfront Toronto initiatives
- Prepare high quality, high impact presentation materials
- Miscellaneous coordination of tasks as required

### Skills and Qualifications:

- Excellent analytical and research skills.
- Excellent design and communication skills.
- Proficient in Microsoft Word, Excel and PowerPoint

- Studying urban planning, real estate, or a related field and enrolled in a post-secondary institution during the 2021/2022 academic year.
- Detail-oriented with proven organizational skills in order to sustain a functional work environment.
- Knowledge and experience using Microsoft office suite, particularly MS Word, Excel and PowerPoint.

**Salary:** We offer a competitive salary.

### **Other considerations:**

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work at least two days per week in the office for collaboration and engagement, with the option to work remotely for the remainder of the week. In addition, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemption will be considered for appropriate accommodation within the policy.

### **Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca) quoting **File #22-18**, no later than **June 3, 2022**.

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

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.*