



Position: Summer Intern, Strategic Development
Term: Contract from May 2023 to August 2023
Location: Toronto, Ontario, Canada
Reporting to: Director, Strategic Development and Senior Events Producer

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 urban design, real estate development, and leading technology infrastructure. Working with the community, 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.

The Opportunity: Summer Intern, Strategic Development

Waterfront Toronto is seeking a **Summer Intern, Strategic Development** to support Waterfront Toronto's implementation of the Interim Use and Events Strategy given its ongoing expansion. To be considered for this role, applicants must have been enrolled in a post-secondary institution during the 2022-2023 academic year.

Key Responsibilities:

- Attend and represent Waterfront Toronto at all summer season events.
- Assist in the successful delivery of interim events for 2023 and strategy for 2024 and beyond.
- Research and assist in writing grants for current and future interim use and events strategy.
- Assist in tracking event deliverables for summer 2023.
- Conduct weekly reporting, tracking and audits of current events, systems, and deliverables.
- Supporting strategic development planning for Villiers Island with respect to the Early Activation Strategy
- Provide administrative support to the strategic development team, including planning meetings, and creating documents.
- Miscellaneous tasks as required.

Skills and Qualifications:

- Enrolled in a postsecondary program during the 2022-2023 academic year.
- Flexible; this role will not always work 9:00 AM-5:00 PM Monday through Friday. This role will include weekend and evening and work.
- Previous experience with event or program management and grant research is an asset.
- Passionate about Toronto's waterfront with a strong interest in learning about event activations and development of the waterfront interim use and event strategy.

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 in the office a total of five days spread out over a two-week period, for collaboration and engagement purposes. Employees may have the option to work remotely for the remainder of the week.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca, quoting **File #23-07**, by **Friday, March 31, 2023**. Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

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 Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.