



Communications & Events Summer Internship

At Green Economy Canada we envision an economy where environmental sustainability, human well-being, and business success are synonymous.

[Green Economy Canada](#) is a national non-profit accelerating Canada's transition to a vibrant and inclusive net-zero future. We support a network of businesses to take action on climate change and build sustainability into their operations to thrive in the net-zero future. To date, over 600 businesses have been supported to collectively reduce over 225,000 tonnes of GHG emissions -- the equivalent of removing over 69,000 cars off the road each year. Join us in making business better, together.

The Opportunity

Are you a storyteller at heart with an eye for design and a passion for bringing people together? Are you excited about the role that business can play in accelerating Canada's transition to a sustainable future?

Our Communications team is looking for a creative and highly organized Summer Student to help us bring our marketing initiatives and member events to life.

You will be a key contributor to our team, helping to energize our audience, spotlight member successes, and maintain a high-impact digital presence. Whether you are drafting a compelling case study, writing copy, updating our website, or helping coordinate an online event, you will gain a wide variety of hands-on experience in a fast-paced, professional communications and marketing environment.

Ideal Start Date: June 1, 2026

Term: June - August, 2026

Work Schedule: Approximately 20 - 25 hours per week, with a flexible schedule

Compensation: \$20.00/hr

Language: English proficiency required, French proficiency an asset

Location: Remote work from anywhere in Canada

Reports to: Senior Communications Manager



Job Responsibilities

Core Priorities

- **Case Studies:** Interview and coordinate with business members and draft engaging success stories/case studies that highlight the positive impact of business sustainability. Cases are published on GEC's new [case study library](#) and are key to demonstrating our impact and growing our membership.
- **Event Design and Support:** Assist with the planning and execution of online events. This includes everything from speaker coordination to slides and speaking notes preparation to Zoom tech support.

Creative and Operational Support

- **Copywriting:** Draft social media posts, blog posts, and newsletter content to keep our messaging fresh and consistent.
- **Graphic Design:** Create clean, eye-catching graphics for social media, presentations, and our websites using Canva and/or Adobe Creative Suite.
- **Web Editing:** Assist with website maintenance, including updating webpages, uploading new blog posts, and ensuring content is up to date and formatted correctly.
- **Team Support:** Pitch in with administrative tasks, research, and ad-hoc communication projects as they arise.

Skills, Abilities and Experience We're Looking For

- **Education:** Currently enrolled in a post-secondary program in Business, Communications, Public Relations, Journalism, Marketing, Graphic Design, or a related field.
- **Writing Skills:** Strong writing and editing skills. You should be comfortable translating technical information into accessible, human-centered stories and also writing compelling copy for marketing materials.
- **Professionalism in Communications:** Maintains a high level of professional etiquette in all written and verbal communications with internal staff and external stakeholders.



- **Design Sense:** Eye for design and familiarity with basic design principles. Experience with tools like Canva, Adobe Illustrator and InDesign is a major asset.
- **Social Media:** Demonstrated experience creating graphics, carousels, and reels for social media.
- **Event Coordination:** Experience planning and coordinating virtual and in-person events, including workshops and webinars. Experience using Zoom for remote events and familiarity with Eventbrite for event registration, management, and promotion.
- **Website Editing Experience:** Experience building or editing websites in Wordpress, Squarespace, Shopify or other website building platforms is a major asset.
- **Organizational Prowess:** Ability to juggle multiple tasks, meet deadlines, problem-solve, and stay calm when event logistics or communications tasks get busy.
- **Team Player:** A collaborative mindset with the willingness to jump into tasks both big and small.

Why Join Us

- **Mentorship:** You'll work closely with experienced communications and marketing professionals who will provide feedback and guidance.
- **Portfolio Building:** By the end of the summer, you will have published work (case studies, social posts, blog posts) and writing and design samples to add to your CV/professional portfolio.
- **Culture:** We are a very supportive work environment and highly value empathy, mutual respect, open-dialogue, and work-life balance.

To Apply

Using “[Your Name] - Communications & Events Summer Internship” in the subject line of your email please send us a cover letter, telling us about your interest in this role, and a resume addressed to Casey Sharp, Senior Communications Manager, Green Economy Canada at hr@greeneconomy.ca.

Resumes will be reviewed as they are received, so we encourage you to apply without delay. Please advise if you have any accommodation needs - we are committed to ensuring you can



participate fully in the recruitment process. We sincerely thank all applicants, however, we will only be able to respond to those selected for an interview.

Green Economy Canada is an equal opportunity employer where a diverse mix of talented people do their best work because of, not in spite of, our differences. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, colour, religion (creed), gender identity, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation.

What it's Like Working at Green Economy Canada

At Green Economy Canada, we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in.
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At Green Economy Canada, it's okay to fail.
- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.

Our Manifesto

Now is the time to transform business-as-usual. From the climate crisis to vast social inequalities, we know the status quo isn't working. Together, we can change this.

It takes all of us — every business and organization across Canada — to seize this moment. It's a matter of rethinking what we do and how we do it, and working together to make it a reality.



Green Economy Canada sees what's possible.

Our network is a place for leaders who are ready to challenge the status quo and make the transition to a vibrant and inclusive net-zero future.

It's a journey we will take with you.

It starts with listening and understanding what can be done differently. It means providing the guidance, tools, and connections to help you succeed. It accelerates when businesses, non-profits and governments join forces. And it ends with seeing how we can do more together than alone.

So, join us, and let's make business better, together.