

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Summer student job opportunity

Multimedia and Graphic Design Assistant

- **Number of opportunities:** One full-time 4-month contractual position (May-August 2026)
- **Existing or anticipatory:** New temporary position
- **Expected hourly rate:** \$22.00 - \$23.50 per hour
- **Work location:** hybrid - minimum two days per week at the CFI offices
- **Closing date:** Applications to be reviewed as they are received

As part of the External Relations and Communications team, and reporting to the Manager of Creative Services, the Multimedia and Graphic Design Assistant will contribute to the creation, production and quality control of multimedia and design assets for CFI digital channels and print products. In this role, the candidate will apply skills developed through real work experience, build their portfolio through hands-on projects and benefit from mentorship by an experienced team.

Responsibilities

The incumbent may be asked to perform any or all activities described below.

Video production

- Assist with gathering audio and B-roll video recording onsite, at events and during institutional visits
- Assist with editing videos and podcasts
- Help organize/archive video and audio files, as well as permissions for multimedia use
- Prepare digital files and short descriptions for posting online
- Help organize the CFI YouTube channel
- Support the creation of social media video templates.

Graphic design

- Help design visuals for websites, presentations, promotional materials and social media platforms
- Support production tasks for print and digital projects
- Review and proof materials to improve quality.

Skills and knowledge

- Currently studying toward a university or college degree in design, multimedia, communications or similar
- Experience in producing audio, video and/or graphic design
- Familiarity with Adobe tools like Photoshop, Illustrator and/or In-Design
- Organized and detail-oriented
- Curious, reliable and easy to work with
- Comfortable working in a team
- Experience adding or updating content to a content management system
- Basic knowledge of HTML/CSS
- Strong understanding of social media platforms, particularly YouTube
- Fluency in both English and French

Asset

- Knowledge of the postsecondary and/or research and innovation environment in Canada.

The CFI does not use any AI tools at any time in the screening of applicants.

NOTE:

For immediate staffing. We will review applications as they are received.

Please send your CV and a covering letter to:

Diane Larabie
Manager of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit Innovation.ca and our "Careers" page for more information about the CFI.