

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

Communications Assistant

- **Number of opportunities:** One full-time four-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:** April 6, 2026

Reporting to the Media Relations and Social Media Specialist, the Communications Assistant will primarily support the planning, development and delivery of English and French social media content that promotes the activities of the CFI and the outcomes of CFI funding and its impact on Canadians.

Responsibilities

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

Social media

- Implement social media plans that support the public positioning of the CFI and Research Facilities Navigator
- Develop creative and relevant content for CFI social media channels in both official languages to deepen engagement with key audiences and target key strategic sectors in Canada
- Stay updated on social media industry standards and share with the broader team for the implementation of new tools, platforms and tactics
- Monitor and report on social media metrics to assess the effectiveness of social media activities.

Research Facilities Navigator maintenance

- Review and update Navigator lab profiles to ensure information, images and links are accurate and current, and report issues.

Other duties

- Write, edit and proof other External Relations and Communications (ERC) products
- Provide additional support to the ERC team.

Skills and knowledge

- Currently studying toward a university or college degree in communications, journalism or equivalent
- Excellent written and oral communications skills in English and French and an ability to work effectively in a bilingual environment
- Strong attention to detail
- Outstanding interpersonal skills
- Excellent research skills
- Excellent time, project management and organizational skills
- Technologically savvy with superior knowledge of social media platforms, trends and technologies, including success metrics. Familiarity with trends in communications and digital media
- Knowledge and understanding of current affairs and the political, social and economic contexts of the research and innovation ecosystem.

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

Please send your CV and a covering letter by end of day on April 6, 2026 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.