



Program & Administrative Intern

Fall 2025 (with opportunity to extend it until June 2026)

Position: Fall Program & Administrative Intern

Organization: Fertility Friends Foundation

Location: Remote (based in Toronto)

Duration: September–December 2025 – *Opportunity to extend the internship until June 2026*

Time Commitment: Flexible part-time (8–12 hrs/week)

About Fertility Friends Foundation:

Fertility Friends Foundation (FFF) is a Canadian registered charity that provides **grants to individuals and couples facing financial barriers to fertility care** — including IVF, egg/sperm donation, and surrogacy. Since our founding in 2021, we've awarded over \$280,000 in grants and are working to make fertility care more equitable across Canada. In addition to financial support, we also offer community programs, education, and awareness campaigns.

Internship Responsibilities:

The intern will work closely with the Executive Director and will have a hands-on role in managing the **Fall grant application cycle** and providing administrative and marketing support.

Key responsibilities will include:

- **Supporting the grant application process:**
 - Gathering and organizing incoming applications
 - Following up with applicants to collect required documents
 - Tracking status and maintaining applicant files
 - Preparing materials for internal review committees
- **Supporting grant recipient communications and promotions:**
 - Assisting with the **announcement of grant recipients**
 - Coordinating with recipients to gather testimonials, photos, and marketing materials
 - Creating and implementing the **6-month post-grant support program**, which includes communications and educational resources
- **Administrative and fundraising support:**



- Assisting with the preparation of sponsorship proposals
- Supporting research and planning for fundraising campaigns
- Helping with creation of social media and marketing assets (Canva or similar)
- Attending internal meetings and taking notes when needed

Ideal Candidate:

- A student in Nonprofit Management, Health Sciences, Communications, Business, or a related field
- Strong written and verbal communication skills
- Exceptional organizational and time-management abilities
- Detail-oriented and capable of handling confidential information sensitively
- Self-starter who is comfortable working independently and remotely
- Proficient in Microsoft Office, Google Workspace (Docs, Sheets) and Canva (an asset but not required)
-

What We Offer:

- Mentorship and 1:1 guidance from the Executive Director
- Hands-on experience in nonprofit program delivery, fundraising, and grant management
- Opportunity to contribute meaningfully to an important social cause
- Flexible schedule and remote work environment
- Reference letter upon successful completion