



**Social Media & Community Management Intern
Fall 2025 – with opportunity to extend until June 2026**

Position: Social Media & Community Management Intern

Organization: Fertility Friends Foundation

Location: Remote (based in Toronto)

Duration: September – December 2025 – with opportunity to extend 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 Communications team to develop, schedule, and manage content across social media and digital platforms. This is a great opportunity to help grow awareness and engagement with a meaningful nonprofit cause.

Key responsibilities will include:

Social Media Content Development & Scheduling:

- Developing creative and compelling content for Instagram, LinkedIn, and YouTube
- Updating and managing the social media calendar
- Creating Instagram stories and supporting visual content using Canva (or similar)
- Collaborating on content related to webinars, campaigns, and fundraising events

Community Engagement & Monitoring:

- Posting regularly across all platforms
- Responding to messages, comments, and engaging with our online community
- Monitoring platform insights and assisting in performance reporting

Video & Web Updates:

- Editing and uploading videos to our YouTube channel
- Managing content updates on our WordPress website
- Supporting video captioning and content organization

**Ideal Candidate:**

- A student in Communications, Marketing, Digital Media, Nonprofit Management, or a related field
- Proficient with Canva, Instagram, LinkedIn, YouTube, and Google Workspace
- Comfortable using or learning tools like Later, WordPress, and basic video editing software
- Strong visual eye and creativity for social media content
- Self-starter who is comfortable working independently and remotely
- Excellent written communication skills and attention to detail

What We Offer:

- Mentorship and 1:1 guidance from the Executive Director and Communications Lead
- Hands-on experience in nonprofit digital engagement and community building
- Opportunity to contribute meaningfully to an important social cause
- Flexible schedule and remote work environment
- Reference letter upon successful completion