



Strategy & Operations Intern
Full-Time Summer Internship
Term: May 9th, 2022 - August 12th, 2022

Inkblot is on a mission to improve the mental health of individuals and organizations by creating innovative and accessible solutions. We are a Toronto-based company focusing on secure video counselling. With Inkblot, individuals can get the help they need when they need it. Uniquely, Inkblot monitors clinical effectiveness and client satisfaction session-to-session. As a company, we're proud of the stability and support that we've provided Canadian and US individuals during these difficult times, from the pandemic to social justice issues. Inkblot has created an engaging and collaborative virtual team environment that is purpose-driven, inclusive and fast-paced.

This internship is being offered as a part of [The Good & Well Internship Program](#). Throughout our summer internship program, Good & Well provides participants with opportunities to work with dynamic, high-potential social ventures as well as to learn from and network with professionals working within the social impact ecosystem in Toronto.

ABOUT THE ROLE:

As we grow, we are looking to level-up our internal operations, processes, and collaboration across teams. You will be working with the Operations team to improve business processes, by developing and documenting workflows using tools like Visio, Google Diagrams or Figma. You will have an opportunity to support both corporate and team-based initiatives including establishing and tracking baseline organizational goals and OKR's. This is a great opportunity to get hands-on experience in executing on strategy working in partnership with our leadership team.

KEY RESPONSIBILITIES

- Support business process improvement, problem solving, and documentation initiatives across Inkblot
- Track organizational goals and follow up with team members to support departmental goals
- Work collaboratively with all teams at Inkblot to implement key process improvements
- Document process maps using tools such as Visio, Google Diagrams or Figma

MUST-HAVES

- Self-directed learner
- Motivated and analytical, with strong achievement orientation and attention to detail
- Interest in strategy and process improvement methodologies
- Leadership acumen and a passion to apply it in a dynamic business environment
- Solid ability to analyze, research, organize and prioritize work while meeting multiple deadlines and delivering quality work
- Legally entitled to work according to Ontario's legislation and regulations

GOOD TO HAVES

- Previous experience working in a company, business, or club in an operations capacity
- Interest in a career path of strategy consulting and business operations



- Six Sigma Green Belt, Yellow Belt, or equivalent
- Experience documenting process maps
- Experience with OKRs

OTHER DETAILS

- \$19.05/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5pm
- This position currently works remotely.

HOW TO APPLY

The application deadline is **February 17, 2022, at 11:59PM EST**. Learn more about the Good & Well Internship Program and how to apply [here](#).

Please note that applications will be reviewed on a rolling basis and those submitted via other methods will not be reviewed.

Inkblot Therapy is an equal opportunity employer committed to diversity and inclusion. In hiring for all job positions we commit to considering candidates with a wide range of diverse backgrounds, identity and experiences. If you require accommodation during the recruitment and selection process, please let us know. We will work with you to provide as seamless a recruitment experience as possible.