



## **Project Coordinator- INTERN**

Full-Time Summer Internship

Term: May 9, 2022 to Aug 12, 2022

### **LUCKY IRON FISH (LIFe)**

LIFe has created a small iron cooking tool, in the shape of a fish, that infuses meals with a healthy amount of natural iron to help prevent and address iron deficiency and anemia. Iron deficiency is the world's largest micronutrient challenge, negatively impacting the lives of over 2 billion people around the world. The Lucky Iron Fish is simple to use and provides a natural source of iron that's clinically proven and safe to use. As a certified B-Corp, impact is at the core of what we do. A portion of every sale is used to distribute LIFe products and services to communities in need.

### **GOOD & WELL INTERNSHIP PROGRAM**

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.

### **THE POSITION**

The Project Coordinator intern, reports to the Director of Operations and will have exposure to many parts of the business. You will support NGO/Impact and Consumer projects and our operations in various ways including assisting with research and case studies, sector-specific marketing materials, sales and cost analyses and comparisons, sourcing and customer service platform optimization.

### **Key Responsibilities**

- Support sales and costs analyses and reporting
- Support analyses of optimal fulfillment, shipping and logistics solutions
- Research and case study development on iron deficiency interventions and Institutional/NGO programs.
- Research and outreach for potential new product materials.
- Update and/or create new design materials for consumer channels and customer service templates.
- Help navigate and set up new sales platforms.



### **Must-Haves**

- Degree in or pursuing a degree in Business, International Business or Equivalent
- Understanding of, and passion for, social enterprise and “business for good”
- Strong multitasker, and adaptable to shifting priorities.
- Strong organizational skills: does not let things fall through the cracks.
- Experienced with MS Office (Excel) required and experience with G Suite tools, (including G Sheets)
- Enrolled in a college or university.
- Be between 15 and 30 years of age (inclusive) at the time of intake/selection.
- Be legally able to work according to Ontario’s legislation and regulations.

### **Good-to-Haves**

- Project management experience
- Previous experience in sales
- Design experience, on Photoshop or Illustrator
- Spanish or Mandarin would be an asset.

### **Pay / Hours**

- \$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 **January 16, 2022 at 11:59PM EST**. Learn more about the Good & Well Social Impact 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.

Lucky Iron Fish 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.