



Communications & Reporting Analyst

Positions Available: 1

Internship Term: January 12 - April 17, 2026 (14 weeks)

Propel Impact & Boann | Remote (Eastern Time Zone) | Full-time

About Propel Impact

Propel Impact is Canada's leading experiential learning platform for social innovation and impact investing. Our vision is a world where every organization is impact-first and has the resources required to fully achieve their mission and potential. Through experiential learning, meaningful projects, and relationship building, our participants take an active role in providing capital and capacity-building support to impact-first organizations across Canada.

About Boann

Boann is investing in impact, driving inclusive economic growth, and generating competitive returns. We are an impact investing firm with multiple funds in deployment or development. We pair financial acumen and impact expertise with our investments delivering both financial and impact returns. We offer active management and tailored support to each investment in our portfolio. We are also a wholesaler, stewarding a portion of the Government of Canada's Social Finance Fund.

Key responsibilities

The Analyst will spend up to 90% of their time on projects issued by Boann and 10% of their time with Propel Impact. During their weekly time with Propel, Analysts will participate in a speaker series curated by Propel and other personal & professional development opportunities.

The analyst will be fully embedded on the Boann Communications & Reporting team. The analyst will have the opportunity to lead a variety of projects, based on their expertise, interest and a discussion with the Manager. Projects may include:

- Update Boann's style guide to reflect the brand update.
- Support the development of Boann's communications guide.
- Create a Boann award focused on recognizing excellence in impact in the sector.
- Design a webinar series plan focused on highlighting innovative efforts, equity-deserving communities, emerging themes, and Boann expertise in the sector.
- Contribute to developing communications products as they arise, including web updates, social media, newsletters, press releases, articles, graphics, etc.
- Highlight successes of Boann's investees through a storytelling approach via relevant platforms.
- Support Boann team members in developing and publishing thought leadership articles on emerging and critical subjects in the sector.
- Work collaboratively with Boann's Impact Measurement Specialist to begin preparing the 2025 Impact Report.
- Contribute to the Government of Canada's quarterly reporting for the Social Finance Fund.

Propel Impact:

- Weekly cohort meetings to support growth in areas such as inclusive leadership, consulting skills, general social finance, and peer learning.

Propel Impact | www.propelimpact.com

Boann | www.boann.ca

- Connect with experienced professionals in the social impact space to explore career goals and receive guidance.
- Receive ongoing support from the Propel team to help Analysts navigate challenges, celebrate progress, and get the most out of their internship experience.
- **For returning Analysts only:** Take the lead on at least one cohort-wide session by hosting a workshop or moderating on a topic you care about. You'll be responsible for organizing and guiding the full hour.

The ideal Analyst is someone who:

- Has strong self-awareness, empathy, and emotional intelligence
- Has strong intercultural competency, awareness, and appreciation for people with diverse backgrounds and experiences
- Has demonstrated interest and knowledge in social/environmental issues, social enterprise, and/or impact investing
- Has demonstrated excellent ability to perform the following skills:
 - Marketing & communications
 - Branding & design
 - Strategy & operations
 - Research & data analysis
- High level of initiative, organization, self-motivation, and problem-solving skills
- Is able to take initiative, be flexible, and work well under uncertainty
- Possesses excellent verbal and written communication skills
- Has desire to support the growth and development of the Canadian social innovation sector (social enterprises, impact investing funds, charities, non-profits, co-operatives)
- Has the drive to make a tangible difference in both oneself and in one's local and global community

Other details:

- Salary: \$10,780 CAD (\$22/hour)
- Full time (35 hours/week), business hours are Monday to Friday, 9am – 5pm
- Propel Impact Manager: Mariana Martinez Rubio
- Boann Manager: CC Smith, Communications and Reporting Manager (ET)
- Office arrangement: Fully remote - must be based in Canada, within the Eastern time zone

Propel Impact and Boann are equal opportunity organizations committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs. Please contact us at info@propelimpact.com to start a conversation about different accommodations available.