



Table of Impact
Investment Practitioners



Program Coordinator (Knowledge Exchange)

Positions Available: 1

Internship Term:

August (exact date tbd with Analyst - latest start date is September 8), 2026 to April 16, 2027
Propel Impact & Table of Impact Investment Practitioners (TIIP) | Remote (Canada) | 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 Table of Impact Investment Practitioners (TIIP)

The **Table of Impact Investment Practitioners (TIIP)** is a national community of practice representing Canada's impact investing and social finance intermediaries — organizations that connect capital with community. Our members include community loan funds, Indigenous-led investment firms, worker and multi-stakeholder co-operatives, microloan funds, and social enterprise investors advancing inclusive, equitable, and sustainable economies across the country.

TIIP strengthens this ecosystem by building capacity, sharing knowledge, and shaping policy to grow Canada's social finance marketplace.

Key responsibilities

The Analyst will spend up to 90% of their time on projects issued by TIIP 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.

TIIP projects:

- Knowledge Exchange (KX) Program Support: Support onboarding and orientation of new fund managers joining TIIP; coordinate logistics for KX meetings, prepare and distribute meeting materials in English and French; Support Quebec membership outreach.
- Marketing and Communications: Draft and distribute member communications, newsletters, and program updates in English and French; Produce Canva assets, formatted publications, and visual content from written drafts provided by the Executive Director; Support TIIP's social media presence and external communications as needed
- Operations and Administration: assist with filing, report submissions; provide light production and coordination support for TIIP's research projects.

Propel Impact:

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

- 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:
 - Project and program management
 - Operations and administration
 - Communications and stakeholder engagement
 - Team support and coordination
 - Attention to detail in document formatting and production
- Has competency in the following tools: Canva, Google Workplace, Zoom, basic survey tools, task management software (ClickUp or equivalent)
- High level of initiative, organization, self-motivation, and problem-solving skills
- Is able to 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:

- Special internship dates:
 - (1) August start is preferred - exact date to be determined with the Analyst
 - (2) Latest start date is September 8, 2026
 - (3) The internship will run until April 16, 2027, **with an unpaid break from December 14, 2026 - January 8, 2027**
- Salary: \$22/hour
- Full-time (35 hours/week), business hours are Monday to Friday, 9am – 5pm
- Propel Impact Manager: Mariana Martinez Rubio
- TIIP Manager: Elena Yugai, Executive Director (Pacific Time)
- Office arrangement: Fully remote, you must be living anywhere in Canada to apply to this role
- There is potential for this role to transition into a full-time permanent position for the right candidate. TIIP is actively building its team and sees this placement as an opportunity to develop its first program hire.
- **Other requirements:** French fluency is required

Propel Impact and TIIP 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.