

Business Administration Internship

Organization Overview

Pride Toronto is a registered not-for-profit organization that exists to celebrate the history, courage, diversity, and future of our communities, whose mission is to hold an international celebration incorporating activism, education and culture of global communities. One of the premiere arts and cultural events in Canada, and the largest pride celebration in North America, Pride Toronto's Pride Month takes place each year during in June. Pride Toronto is a volunteer-driven organization, with 150 year-round volunteers that produce the festival in conjunction with full-time staff. During the festival weekend at the end of June, over 1,500 volunteer shifts are required in order to efficiently run the event.

Position Overview

The role of the Business Intern (BI) will be to assist the Production Manager (PM) in revising and developing processes and best practices, developing and executing business and partnership growth strategies, administration of business partnership and organizational finances, and additional tasks as required. The position will provide hands-on experience in the following areas: program growth planning, business partner management, contract creation, program/portfolio administration, financial administration, and project management. The BI may be required to assist other Pride Toronto staff members in areas of event planning and logistics. The internship will be part-time with an expected 16 – 24 hours/week (or otherwise determined by the Production Manager and Intern. Can be full time if hours are needed).

Overview of Responsibilities

- Report directly to the Production Manager
- Complete between 16-24 hours of work per week (flexible and negotiable)
- Helping manage administration of business partnership portfolio by receiving and processing partner payments, assisting in partner contact and management, coordinating partner material for marketing purposes, reviewing and reporting on business Partner Program.
- Assisting in organization-wide financial administration
- Assist in creating and/or revising Pride Toronto's business process policies.
- Liaise with Production Manager and Events team for partner event payment processing and marketing material
- Liaise with Production Manager and Director of Development for Pride Guide and website creation
- Work alongside Production Manager and Director of Development for new project planning and implementation
- Conduct research for new business partnership and revenue growth
- Research business and finance processes and coordinate implementation of processes
- Attend meetings with team leads and staff as required
- Additional tasks as required by the Production Manager or other staff members.

Skills required

- Demonstrable knowledge or courses in business, economics, accounting, finance, and project management are highly recommended.
- Experience with customer service
- Proficient in Excel
- Understanding of accounting and bookkeeping practices
- Project Management experience an asset