

About the CVCA Diversity Venture Capital Internship Program

The Canadian Venture Capital and Private Equity Association (CVCA) is the voice of Canada's private capital industry. **This is a paid-internship program for students who identify as women or Black, Indigenous, or Persons of Colour (BIPOC) to work in Canadian venture capital firms across Canada for the Summer 2023 Term (May – August).** This program is also co-op eligible.

*Positions are available in Toronto (virtual & in-person), Montreal (in-person) and Regina (in-person).

Email your application (Resume and Cover Letter) to research@cvca.ca before **October 24, 2022 at 11:59 PM**. Please indicate in your email subject line **Diversity Internship 2023**, and in your cover letter state your preference for VC or PE steam (or both) as well as preferred firm and location.

Venture capital internship opportunities are available across Canada, including in the following companies:

1. Information Venture Partner
2. Yaletown Partners
3. Inovia Capital
4. Relay Ventures
5. Conexus Ventures
6. Amplitude Ventures (*Bilingual French required)

Venture Capital Intern – Job Description

We are looking for ambitious and analytically minded Junior Analysts to join venture capital firms. Interns will develop their financial skill set by helping support investment professionals as they evaluate new investment opportunities in various industries. The Junior Analysts will have the opportunity to take on increasing levels of responsibility as they develop and demonstrate their capabilities within a high-performing culture.

Key Responsibilities:

- Assisting in sourcing, screening, and evaluating new investment opportunities in various industries and contributing to investment memos
- Supporting due diligence efforts for new investment opportunities and performing quantitative/qualitative company and industry analysis.
- Building sophisticated financial models (scenario analysis, forecasts, expected returns on potential investments etc.)
- Supporting the quarterly portfolio reporting process to limited partners and other general day-to-day administrative operations
- Opportunity to work on industry whitepapers, social media, and other project-based tasks

Job Requirements:

- Minimum 2+ years of an undergraduate degree in business/finance/engineering/computer science or related disciplines (MBA students and those who have graduated within the last 12 months are eligible to apply)

- Highly-motivated work ethic with strong attention to detail
- Intellectual curiosity, initiative and a desire to develop a comprehensive understanding of industries, companies and the underlying drivers
- Strong understanding of financial model development
- Ability to work in a fast-paced environment as both an independent contributor and as a group deal team member
- Excellent written and oral communication skills
- Ability to prioritize and multitask