

Technical Writer – Canada Summer Jobs 2026

Kai Analytics International Inc.

About the Role

Kai Analytics International Inc. is hiring a Technical Writer to support our business development and research communications activities. The successful applicant will work closely with senior consultants on grant applications, RFP responses, case study development, and digital content — gaining hands-on experience in a professional data science and market research consultancy environment.

Eligibility Requirements — Please Read Carefully

This position is partially funded through the **Canada Summer Jobs program**. As a condition of this funding, only eligible youth may be hired. **Applications that do not clearly demonstrate eligibility will not be reviewed.**

To be eligible, applicants must:

- Be between **15 and 30 years of age** at the start of the employment period
- Be a **Canadian citizen, permanent resident, or person granted refugee protection** under the Immigration and Refugee Protection Act for the duration of employment
- Hold a **valid Social Insurance Number** at the start of employment and be legally entitled to work in Canada under applicable provincial or territorial legislation

Please note: International students are **not eligible**, regardless of whether they have a work permit. This includes anyone temporarily in Canada for studies who is not a Canadian citizen, permanent resident, or person granted refugee status. Youth awaiting a refugee status ruling, or holding a temporary visitor visa, youth visa, or work visa are also ineligible.

Position Details

- **Start Date¹:** May 11, 2026
- **End Date:** August 29, 2026
- **Hours:** 270 hours (approximately 30 hrs/week, Monday–Friday), with the possibility of extension based on performance, company capacity, or co-op program hour requirements
- **Hourly Rate:** \$20.00/hour
- **Location:** Remote (Pacific Time)

¹ Start date is tentative and open to negotiation; however, the position must conclude by August 29, 2026.

Key Responsibilities

Proposal, Grant, and RFP Support

- Become familiar with Kai Analytics' services, products, and past projects
- Assist in responding to RFPs, grants, and funding opportunities, including drafting and revising content describing technical processes, methodologies, and research approaches
- Conduct desk research to support individual proposals, including reviewing academic literature, policy documents, and sector reports
- Find, monitor, and evaluate new RFP and grant opportunities relevant to Kai Analytics' work
- Track RFP and grant deadlines and help maintain an organized pipeline of opportunities
- Research and help improve internal RFP and grant development processes, and create supporting training materials
- Investigate emerging technologies and methodological approaches in data science and market research, and create content for future proposal use

Research, Writing, and Knowledge Products

- Support report writing and scientific writing on company research and analytics projects
- Assist with research communications, including speaking with research participants by phone and supporting documentation of findings
- Revise existing and develop new case studies based on Kai Analytics' past work across public, international, and academic sectors
- Prepare polished final documents including reports and proposals in Word, Google Docs, and PDF formats to client and funder standards

Communications, Web, and Digital Content

- Draft content for blog posts, website pages, newsletters, and other external communications
- Create and schedule social media content aligned with company projects and announcements
- Maintain and update a content calendar to support consistent scheduling of social media and external communications
- Assist with email communications, including client updates, outreach, and announcements
- Review existing web and communications content to improve clarity, consistency, and brand alignment
- Support basic website updates and content publishing using WordPress
- Help maintain an internal repository of candidate and consultant profiles

Required Skills and Experience

- Strong writing skills with the ability to adapt tone and style for technical, academic, and general audiences
- Demonstrated interest in research, data, policy, or analytics-driven work
- Ability to conduct independent desk research and synthesize complex information clearly
- Experience with customer service or client-facing communication
- Strong attention to detail and ability to manage multiple tasks and deadlines
- Proficiency in Microsoft Office and Google Workspace (particularly Word, Docs, and Sheets)
- Basic project management skills, including the ability to track deadlines and manage multiple concurrent tasks
- Basic data literacy — comfort reading and interpreting charts, tables, and quantitative findings; advanced data literacy is an asset

Asset Skills

- Experience with graphic design tools (Figma, Canva, or Adobe Creative Suite)
- Experience creating or editing content in WordPress
- Second language ability (particularly an asset for international research contexts)
- Familiarity with grant writing, proposal writing, or business development content
- Familiarity with emerging AI-assisted writing and productivity tools

Learning Outcomes

Through this placement, the applicant will develop skills in:

- Professional grant and RFP writing in a consulting and research environment
- Research synthesis and applied scientific/technical writing
- Client-focused written communications
- Digital communications and content strategy
- Exposure to public sector, academic, and international research projects

Application Materials

Please submit a résumé and at least one writing sample. Writing samples should preferably be from a past grant application, proposal, research report, or business/technical writing context.

Please send your application to hr@kaianalytics.com with the subject line **CSJ2026 - Technical Writer**. Applications without the correct subject line may not be reviewed.

Youth Facing Barriers to Employment

As part of our commitment to the mandate of the Canada Summer Jobs program:

All youth are welcome to apply. Kai Analytics will prioritize the recruitment of the following youth who face barriers to employment, and where candidates are equally qualified, preference will be given to:

- Indigenous youth
- Racialized youth
- Black youth
- Youth with disabilities
- Youth in rural, remote, Northern, or fly-in communities
- Youth in official language minority communities
- 2SLGBTQI+ youth

About This Posting

This position is partially funded by the Canada Summer Jobs program. For more details and to apply through Job Bank, visit:

<https://www.jobbank.gc.ca/jobsearch/jobpostingcsj/49319585?source=searchresults>