

Job Posting:174515 - Position: S26 Technical Writer Intern 174515

Co-op Work Term Posted:	2026 - Summer
App Deadline	11/05/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	10/17/2025 02:56 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Okta
Address Line 1	301 Brannan Street, 1st Floor
City	San Francisco
Postal Code / Zip Code	94107
Province / State	CA

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 Technical Writer Intern 174515
Position Type	Co-op Position
Job Location	Toronto, ON
Country	Canada
Duration	4 months
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Job Description	

Job Title: Technical Writer Intern - Canada (Summer 2026)

Location: Toronto

Okta is The World's Identity Company. We free everyone to safely use any technology-anywhere, on any device or app. Our flexible and neutral products, Okta Platform and Auth0 Platform, provide secure access, authentication, and automation, placing identity at the core of business security and growth.

At Okta, we celebrate a variety of perspectives and experiences. We are not looking for someone who checks every single box - we're looking for lifelong learners and people who can make us better with their unique experiences.

Join our team! We're building a world where Identity belongs to you.

About the Internship:

We are looking for post secondary students pursuing a Technical Writing, Communications, or related degree/certificate who are interested in a 2026 Summer Internship and are passionate about creating high quality documentation for our various product end users. The ideal candidate will share our passion and pride in creating clear, concise, and correct documentation to enable our customers to execute their day-to-day tasks.

In this role you will be collaborating with subject matter experts from different teams, while being mentored by a senior writer and supported by a team of 24 writers and developers who have multiple years of experience in various industries. Our team creates content for not only Okta's main Identity Engine product, but various others as well. You'll work in a fast-paced, agile environment to enhance your communication skills. You will help to scale our business solutions to the next generation, enabling Okta to be the most efficient, scalable, and best-run company.

Our team is fast, innovative, and flexible; with a weekly, agile release cycle and individual ownership. We expect great things from our writers and reward them with stimulating new projects, emerging technologies, and the chance to have a significant impact in a

company that is changing the cloud computing landscape forever.

What You'll Get to Do:

- Work with subject matter experts and your assigned mentor to scope and plan documentation deliverables
- Design, develop, edit, and deliver accurate and effective documentation for Okta products
- Improve our existing documentation with feedback from our customers and our support team
- Interface with Engineering, QA, Product Management, Technical Support, and UX team

Okta's Intern Program

As an intern, you'll do real work that matters. While you're on board, you'll work on meaningful projects and have an opportunity to see what working at Okta is all about. You'll also have the support of your mentor and manager to help you develop new skills. Our interns have the opportunity to build a strong community - with their fellow interns, within their teams, and with the broader company. We want you to grow professionally and you'll do that through participating in events like our Executive Speaker Series and Brown Bags. And of course, we want you to have fun too.

We offer 16 week co-ops in Canada.

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Okta is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, marital status, age, physical or mental disability, or status as a protected veteran. We also consider for employment qualified applicants with arrest and convictions records, consistent with applicable laws.

If reasonable accommodation is needed to complete any part of the job application, interview process, or onboarding please use this Form to request an accommodation.

Okta is committed to complying with applicable data privacy and security laws and regulations. For more information, please see our Personnel and Job Candidate Privacy Notice at <https://www.okta.com/legal/personnel-policy/>.

Job Requirements

We Are Looking For:

- Ability to create XML documentation using Oxygen
- API documentation knowledge is an asset
- Strong organizational, communication (written and verbal) and multitasking skills
- BCMM in Communication majoring in Information Design, BA in English majoring in Professional Writing, certificate in Technical Writing, or related field (Expected Graduation between December 2026 to August 2027)

Nice to have:

- Experience using source control tools such as Git and GitHub
- Experience with DITA
- Past summer internship experience

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Special Application Instructions

Application Link:

https://app.ripplematch.com/v2/public/job/b3bb92e2?from_page=company_branded_page

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.

