Burlington Economic Development Corporation - Job Description

Position: Economic Development Officer Internship (1-year contract)

Current Job Rating: $42,000 plus benefits

We are looking for... a driven individual interested in building a long-term career who shares our passion for economic development and building a successful Burlington. Initially a one year contract this role is designed as an entry level position to learn the ropes of economic development and progress.

About BEDC
Burlington Economic Development Corporation (BED) is a non-profit organization established in 1994 to work with the public and private sectors to promote economic growth in Burlington. In partnership with the City of Burlington, BEDC works closely with local stakeholders to focus on growing the economic base to sustain Burlington’s competitive and prosperous community. BEDC is the first point of contact for companies looking to expand, start-up or locate in Burlington.

In 2017 BEDC opened TechPlace. TechPlace is a one-stop destination for new and growing technology companies. With the support of partners from across the public and private sectors, it is dedicated to connecting, developing, and advancing entrepreneurs at all stages. This means providing access to space, programming, mentorship, networking, and resources that are fundamental to growing a business in today’s technology-driven marketplace.

POSITION SPECIFICATIONS:
• The Economic Development Officer Intern will be paid a salary of $42,000 per annum, plus benefits
• Flexible working practices and a dynamic environment

POSITION SUMMARY:
The Economic Development Officer Intern (EDO Intern) will play a key role in supporting staff in the service delivery element of BEDC’s mandate supporting business attraction, retention and growth activities. The EDO Intern will support the EDO team in: managing BEDC’s customer service requests including servicing incoming attraction leads, managing business expansion activities including corporate calling, and supporting businesses through the planning process with development facilitation. The EDO intern will play a key role in supporting the administration and operations of TechPlace, supporting the Manager of TechPlace.

KEY ATTRIBUTES FOR THIS ROLE INCLUDE:
• Strong interest and/or experience in the Economic Development and the Innovation and Entrepreneurship Ecosystem;
• Well-developed interpersonal communication and negotiation skills;
• Strong writing and presentation skills;
• Proficiency with computer applications including Microsoft Office, knowledge of Salesforce software would be an asset;
• Excellent writing, verbal and analytical communications skills;
• Strong organizational skills to prioritize multiple projects simultaneously and meet competing deadlines;
• Ability to interact well with, and respond to inquiries from all levels including Board Members, Council, Developers, Realtors, Businesses and Ratepayers;
• Ability to develop and nurture productive business relationships with internal and external partners working collaboratively to resolve problems;
• Passionate about problem solving and looking at the bigger picture;
• Devotion to delivering quality work; and
• Proven ability to work as part of a team.

YOUR ROLE:
• Support the TechPlace team in the day to day operations and management of TechPlace
• Support the EDO team in the updating and maintenance of the BEDC Salesforce database including the Customer Service Request (CSR) tracking system and reporting functions
• Support the site selection response process for BEDC ensuring prospects receive complete and timely information to support their investment decision
• Coordinate project support requests from businesses, developers, realtors, council and other community stakeholders
• Supported by the EDO team perform a liaison/facilitation role between business and City staff and stakeholders with respect to area-based development and employment projects.
• Work toward the development of policy, plans, programs and projects that support BEDC operations and strategic directions.
• Participate in and support other aspects of BEDC economic development program, as needed.

EDUCATION: Undergraduate Degree and/or Post-Graduate Degree in Economics, Statistics, Business, Economic Development, Real Estate, or a related field.

EXPERIENCE: Experience in business/economic development/real estate or related business fields an asset. Project management experience would also be an asset.

DURATION: 12 months

WORK ENVIRONMENT: 35-hour work week, standard office environment, with some site visits to non-office environments. Must provide own transportation. Some evening and weekend work may be required.

To apply please submit a resume and cover letter to Careers@bedc.ca by Midnight March 31st.
We will only be contacting those we select for an interview. Thank you for your interest!