

Business Development Intern - Job Description

Position: Business Development Intern (16-week contract)

Current Job Rating: \$22 per hour Full Time (35 hours/week)

DURATION: 16 weeks

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. This role is designed as an entry level position to learn the ropes of economic development, with the focus on entrepreneurship and innovation.

ABOUT 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. TechPlace is managed by Burlington Economic Development.

ABOUT BURLINGTON ECONOMIC DEVELOPMENT

Burlington Economic Development (Burlington EcDev) is an agency of the City of Burlington that exists to promote economic growth in our city. The team at Burlington EcDev works to attract high-value companies to our city, support the expansion of existing businesses, and encourage the start-up and growth of new companies. We work closely with local stakeholders to grow and sustain Burlington's competitive and prosperous community. We work with all levels of government, and act as a liaison with the private sector to advocate and support the growth of our economy.

In 2017, we launched TechPlace, a one stop destination for new and growing technology companies. TechPlace features almost 10,000 square feet of modern collaboration space where tech companies, investors, and partners come together to nurture and grow innovation and entrepreneurship in Burlington and across the region. TechPlace is a core part of our strategy for supporting innovation and entrepreneurship locally, and in investment attraction through our international soft-landing program.

POSITION SPECIFICATIONS:

- The Business Development Intern will be paid \$22 per hour
- 35-hour work week, generally 9 a.m. to 5 p.m., Monday to Friday
- Flexible working practices and a dynamic environment
- Hybrid work model may require some site visits to non-office environments
- Must provide own transportation. Some evening and weekend work may be required

POSITION SUMMARY:

Reporting to the Manager of Innovation & Entrepreneurship the Business Development Intern will support development of new programming and international lead generation. The Business Development Intern will play a key role in supporting the TechPlace Team as they support new and growing technology companies and assist companies in both, locating to and expanding in Burlington.

YOUR ROLE:

- Collaborations with partners to attract, screen, and develop new programming opportunities that are aligned with the TechPlace brand and mission.
- Work with partners to develop new programming and administrative procedures to support small businesses with economic recovery.
- Support partnership activities, helping to ensure TechPlace is delivering strong value to its corporate, government and not for profit partners. This may involve supporting event management, program development, and funding applications.
- Lead generations and outreach to ecosystem partners generating awareness and engagement
- Development of soft-landing programming, including data and metrics collection, lead generation and Start-up Visa research and analytics
- Support the day-to-day operations of TechPlace, including furniture, space, and infrastructure management
- Participate in and support other aspects of TechPlace Innovation and Entrepreneurship development program, as needed.
- Collaborate with Burlington Economic Development's Marketing team to promote TechPlace through various marketing channels, including social media, blogs, news media, and community events, ensuring the brand is aligned and well represented.
- Support Burlington Economic Development's Marketing team to maintain the TechPlace website, ensuring it's updated, accurate and optimized.
- Attend events both virtual and in person at TechPlace and at other locations in the community to show support for the local start-up and business communities, build relationships, and gain knowledge and experience in the space.

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.

- Strong Analytical skills with the ability to present complex data in clear reports and presentations.
- 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 members of the community.
- 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.

EDUCATION: Undergraduate Degree and/or Post-Graduate Degree in Economics, Business, Economic Development, Marketing, or a related field. Understanding of start-up ecosystem considered a strong asset.

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

To apply please submit a resume and cover letter to izabela@techplace.ca by Midnight on May 9, 2022.

We will only be contacting those we select for an interview. Thank you for your interest!