

Position: Business Development Intern (16-week contract)

We are looking for a driven individual to support the development of soft-landing programs, implementation of new operational efficiency tools, and day-to-day operations of TechPlace. The ideal candidate should have a strong interest and/or experience in economic development and the innovation and entrepreneurship ecosystem, with well-developed interpersonal communication and negotiation skills. The candidate must have an undergraduate/post-graduate degree in Economics, Business, Economic Development, Marketing, or a related field, with experience in business/economic development/entrepreneurship or related business fields considered an asset. This role is an entry-level position designed to provide hands-on experience and learning opportunities in entrepreneurship and innovation.

Key Responsibilities:

- Develop soft-landing strategy, including data and metrics collection, ecosystem mapping, lead generation, and online resources
- Assist with various programs at TechPlace- development, maintenance and data collection
- Outreach to ecosystem partners to generate awareness and engagement
- Support day-to-day operations of TechPlace
- Collaborate with Burlington Economic Development's Marketing team to promote TechPlace through various marketing channels
- Attend events both virtual and in-person at TechPlace and other locations in the community to show support for the local start-up and business communities

Position Specifications:

- 35-hour workweek, generally 9 a.m. to 5 p.m., Monday to Friday
- Salary \$24/hr
- Duration: 16 weeks
- 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
- This is Canada Summer Job supported position, candidates must meet CSJ requirements

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 March 20, 2024**

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

About TechPlace:

Led by Burlington Economic Development, TechPlace is a one-stop destination for new and growing technology companies, providing access to space, programming, mentorship, networking, and resources essential for growing a business in today's technology-driven marketplace. TechPlace is managed by Burlington Economic Development and supported by partners from the public and private sectors.

About Burlington Economic Development:

Burlington Economic Development is a non-profit organization established in 1994 to promote economic growth in Burlington, in partnership with the City of Burlington and local stakeholders. Our mandate is to lead, influence, and facilitate Burlington's transformation into a vibrant and economically thriving city.

Availability of this role is subject to 2024 Canada Summer Job Funding must meet Canada Summer Jobs requirements.