

## **Burlington Economic Development - Job Description**

**Position:** Economic Analyst Internship (16 weeks FT contract)

**Current Job Rating:** \$24 per hour full-time (35 hours)

**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 four-month contract role is designed as an entry-level position to learn the ropes of economic development. Current post-secondary students and recent graduates are encouraged to apply.

### **ABOUT BURLINGTON ECONOMIC DEVELOPMENT**

Burlington Economic Development (EcDev) 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, Burlington EcDev works closely with local stakeholders to help companies start up, locate, and grow in Burlington.

Burlington EcDev's mandate is to lead, influence and facilitate Burlington's transformation into a vibrant and economically thriving city. Based on its Strategic Plan for 2018-2022, Burlington EcDev is focused on the core objectives of keeping Burlington competitive, attracting, and growing innovative companies and developing an attractive 21<sup>st</sup>-century city.

### **POSITION SPECIFICATIONS:**

- **Salary:** \$24 per hour
- **Work hours:** 9 a.m. to 5 p.m., Monday to Friday (35 hours per week)
- Flexible working practices and a dynamic environment

### **POSITION SUMMARY:**

Burlington Economic Development is entering an exciting phase in its development with work on a new strategic plan underway for 2023-2026 that aims to direct Burlington EcDev's future projects as an organization that leads, influences, and facilitates Burlington's transformation into a vibrant and economically thriving city. Working to support the City of Burlington Strategic Plan 2015-40, Burlington EcDev will also continue to move forward on several initiatives designed to support the growth and scale-up of businesses in Burlington. We are looking to hire an Economic Analyst Intern to support the analysis of the Burlington and Regional Economy and develop reports that allow fact-based discussions to take place in developing and implementing Burlington's Economic Vision.

### **KEY ATTRIBUTES FOR THIS ROLE INCLUDE:**

- Strong interest and/or experience in research methodologies;

- Comfortable analyzing large amounts of data and compiling data from various sources;
- Excellent writing skills and the ability to produce clear and well-written reports and slide decks;
- Proficiency with computer applications including Microsoft Suite, with strong Excel skills. Knowledge of Microsoft Power BI software is an asset;
- Strong verbal and analytical communications skills;
- Exceptional attention to detail;
- Self-directed and motivated, with the ability to manage priorities and ensure deliverables are met in a timely and professional manner;
- Strong organizational skills to prioritize multiple projects simultaneously and meet competing deadlines;
- Fluency in oral and written English is required;
- 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:**

### **The Economic Analyst Intern will:**

1. Provide research for the Burlington EcDev team on real estate, industry, and business trends and strategies, changes in legislation affecting business, demographics of Burlington and the surrounding area, government assistance programs available, etc. Ensure this information is available in formats that are easy for others to understand and use in meetings with new, existing, and potential businesses.
2. Prepare reports and presentations on policy, economic, business, and real estate trends, and issues. Respond to ad-hoc requests for information, as needed.
3. Work toward the development of policy, plans, programs, and projects that support Burlington EcDev operations and strategic directions.
4. Support the Committees of Burlington EcDev, providing them with research and information on a variety of subject matters relating to business, industry, manufacturing, education, legislation, and government agencies and relations.
5. Develop, maintain, assess, and analyze information systems and databases related to Burlington EcDev's mission and the City's employment lands. Assess the economic and fiscal impact of specific development projects and initiatives. This may involve researching best practices, comparative analyses, and working with COB staff.
6. Participate in and support other aspects of Burlington EcDev's work, as needed.

**EDUCATION:** Post-Secondary Degree (in progress or completed) 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 and/or Project management are an asset.

**DURATION:** 16 weeks

**WORK ENVIRONMENT:** 35-hour work week, largely remote, with some standard office environment and potential for some 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 BurlingtonEcDev@gmail.com by 10 p.m. on March 20<sup>th</sup> 2024.

No phone calls, please. We will only be contacting those we select for an interview.  
Thank you for your interest!

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