

Burlington Economic Development and Tourism – Job Description

JOB TITLE: Business Development Intern - TechPlace (Summer Student 16-week contract, Full time, Temporary)

ABOUT BURLINGTON ECONOMIC DEVELOPMENT AND TOURISM:

Burlington Economic Development and Tourism is the official economic development and destination management organization for Burlington, Ontario.

Burlington Economic Development and Tourism drives economic prosperity by attracting and developing new investments, supporting business growth, and promoting Burlington as a vibrant destination for both business and tourism. Through strategic partnerships and a commitment to outstanding customer experiences, we foster a thriving economy that benefits businesses, residents, and visitors.

An initiative of Burlington Economic Development and Tourism, 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.

POSITION SUMMARY:

We are looking for a driven individual to support key initiatives related to operations, business development, and ecosystem growth. This role is ideal for a student interested in gaining experience in business support and administration, stakeholder engagement, and program coordination.

The candidate must have an undergraduate/post-graduate degree in Business Administration, Office Administration, Communications, 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:

Support TechPlace Operations and Member Engagement

- Assist in membership growth initiatives, including outreach and onboarding of new members.
- Support planning and execution of networking and community-building events.
- Track and analyze member engagement and satisfaction.
- Contribute to developing and implementing new programs and initiatives to support members.
- Assist with day-to-day operations, including managing inquiries, scheduling, and general administrative tasks.

- Collaborate with Burlington Economic Development and Tourism's Marketing team to promote TechPlace through various marketing channels
- Assist with content creation for social media, including video, blogs, success stories, etc. to highlight TechPlace, its members and the overall economic impact of the space

Assist in Business Development and Stakeholder Engagement

- Support outreach to businesses, partners, and stakeholders.
- Help develop and maintain engagement tracking systems.
- Conduct outreach efforts to industry sectors, gathering insights and identifying opportunities.
- Assist in preparing reports and presentations to support decision-making.
- Provide administrative and logistical support for business development initiatives.

Support Strategic Partnerships and Collaboration

- Assist in coordinating activities with partners and stakeholders.
- Track deliverables from partnership agreements.
- Help organize strategic planning sessions and collaborative initiatives.
- Support discussions and documentation related to new partnerships and agreements.
- Assist with logistics for meetings, events, and joint initiatives.

QUALIFICATIONS:

- Current student in Business, Economic Development, Marketing, or a related field.
- Strong organizational and communication skills.
- Ability to multitask and work collaboratively in a dynamic environment.
- Strong writing and proofreading skills—you can craft engaging blogs, compelling media releases, and persuasive ad copy, all while aligning with brand voice and messaging.
- Comfortable managing and creating content for social media platforms including Instagram, Facebook, X (formerly Twitter), YouTube, and LinkedIn.
- Proficiency in Microsoft Office (Excel, PowerPoint, Word).
- Experience with CRM systems is an asset.
- Interest in entrepreneurship, business development, and innovation ecosystems.
- Experience with data collection, event coordination, or stakeholder engagement is an asset.
- Ability to manage administrative tasks efficiently and professionally.

PERKS:

- Hands-on experience in business development, operations, and strategic partnerships.
- Networking opportunities with entrepreneurs, investors, and industry leaders.
- Exposure to economic development initiatives and innovation ecosystem strategies.
- Experience in managing daily operations in a professional setting.

ROLE STRUCTURE:

- 35-hours, 9 am to 5 pm in person, Monday to Friday, flexible working hours depending on early morning/evening events as required.
- Salary \$24/hr
- Duration: 16 weeks
- This is Canada Summer Job supported position; candidates must meet CSJ requirements

APPLICATION PROCESS:

To apply, please submit a resume and cover letter to invest@burlington.ca by 9am on May 1, 2025. Please indicate the position you are applying for in the subject line.

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