

## **Burlington Economic Development and Tourism – Job Description**

**Position:** Business Development Intern (Summer Student 16-week contract, Full time, Temporary)

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, stakeholder engagement, and program coordination.

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:**

#### **1. 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.

#### **2. 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.

#### **3. 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.
- 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.

**Benefits:**

- 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

**Position Specifications:**

- 35-hour workweek, generally 9 a.m. to 5 p.m., Monday to Friday
- Salary \$22/hr
- Duration: 16 weeks
- In person, may require some site visits to non-office environments
- Must provide own transportation. Some evening and weekend work may be required for work-related functions or events
- 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 May 16, 2025.**

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 and Tourism:**

Burlington Economic Development and Tourism 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.