

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

**JOB TITLE:** Economic Analyst Intern (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:**

Burlington Economic Development and Tourism is entering an exciting phase in its development with work on a new strategic plan underway for Burlington's Economic Vision that aims to direct BEDT'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 Horizon 2050, BEDT 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.

In January 2025, Burlington Economic Development and Tourism Burlington officially merged to form a unified organization: Burlington Economic Development and Tourism.

### **KEY RESPONSIBILITIES:**

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

- Provide research for the 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.

- Prepare reports and presentations on policy, economic, business, and real estate trends and issues. Respond to ad-hoc requests for information, as needed.
- Work toward the development of policy, plans, programs, and projects that support business operations and strategic directions.
- Support the Committees by providing them with research and information on a variety of subject matters relating to business, industry, manufacturing, education, legislation, and government agencies and relations.
- Develop, maintain, assess, and analyze information systems and databases related to BEDT'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.
- Participate in and support other aspects as needed.

### **QUALIFICATIONS:**

- 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 in business/economic development/real estate or related business fields and/or Project management is an asset.
- 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 communication 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.
- Proven ability to work as part of a team.

### **ROLE STRUCTURE:**

- 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.
- Salary: \$24/hr.
- Duration: 16 weeks.

- **This is a Canada Summer Job-supported position; candidates must meet Canada Summer Job Requirements.**

**APPLICATION PROCESS:**

To apply, please submit a resume and cover letter to [invest@burlington.ca](mailto:invest@burlington.ca) by midnight on May 16<sup>th</sup>, 2025. Please indicate the position you are applying for in the subject line.

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