



YOUTH INTERNSHIP – BR&E Coordinator ECONOMIC DEVELOPMENT DEPARTMENT (ONE-YEAR CONTRACT)

The Corporation of the City of North Bay currently has an Internship position available working within the Economic Development Department. In order to be eligible, applicants must have graduated within the last three (3) years from an accredited college or university.

The successful candidate will work with the Economic Development Department staff on our 2019 BR&E, Business Retention and Expansion project. The BR&E Coordinator will be responsible for a number of duties to support this project. These include, but are not limited to:

- To assist the Project Lead with the coordination, design, implementation of our 2019 BR&E (Business Retention & Expansion)
- Attend BR&E Training with Economic Development Department team
- Become familiar with and comfortable explaining the workings of the BR&E process to Program Teams, the Business Community and project partners
- Represent the project partners in a professional, informed and courteous manner while scheduling visitation meetings
- Maintain confidentiality of all information learned
- To schedule community and individual meetings and follow up
- Data entry of BR&E surveys and/or other administrative duties related BR&E as requested
- Make sure all survey information is secure and kept confidential
- Assist with Data Analysis

Qualifications for this position include:

- Relevant degree or diploma from a post-secondary institution within the last three years, such as Business Administration, Data Management, Project Management or related program
- Working knowledge of the City of North Bay and area
- Strong computer skills in Windows based software
- Possess organizational, communication and critical thinking skills. (Oral and Written)
- Possess a valid Canadian Driver's License with clean driver's abstract
- Candidates must be legally entitled to work in Canada
- Candidates must not be related to members of the directors, officers or managers of the Corporation of the City of North Bay
- Candidates must not have previously participated as a youth intern in any federal or provincial program with pay for a period of six (6) months or more
- Candidates must be unemployed or underemployed youth and under the age of 30

Qualified applicants are invited to submit a resume along with a covering letter, clearly indicating eligibility, no later than 12:00 p.m.(noon), Friday, September 6, 2019.

Email: staffing@cityofnorthbay.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer