

JOB DESCRIPTION**POSITION**

The Economic Development Assistant is a term position with a student's schedule in mind. It will run full time from May to August and then part time from August to December. The Assistant will play a critical role in supporting market and economic research in the West End. The position will assist the West End BIZ Economic Development department in data collection and recording using a variety of sources and methods, working with quantitative and qualitative information. Experience and knowledge of large datasets and the ability to organize, understand and analyze is required to be successful. The Assistant will have a thorough knowledge of Excel including inputting and organizing data effectively in order to generate and communicate concepts and ideas. The position will primarily involve sorting and collecting data sets, updating and maintaining spreadsheets, speaking with business owners and customers of the West End and other central BIZs, and reporting on key findings.

The Economic Development Assistant must be self-motivated, organized and hard working. They must be able to speak, write and communicate clearly. Data collection will involve walking, cycling and/or driving in central Winnipeg on a regular basis.

REPORTING

The West End Economic Development Assistant reports to the Economic Development Coordinator. All staff positions are ultimately responsible to the Executive Director. The position works in a team environment with other BIZ staff.

MAIN AREAS OF RESPONSIBILITY

- Organize, maintain and update BIZ spreadsheets and data sets
- Track and collect primary data on things happening in the West End and other central BIZ neighbourhoods (business turnover, available property, etc.)
- Meet with and survey member businesses
- Identify and report on market indicators based on qualitative and quantitative research

QUALIFICATIONS

- Bachelor's degree or working towards a degree in Economics, Business Administration, Statistics or related field
- Knowledge and experience finding and working with large data sets
- High working knowledge of Excel
- Experience with Google Data Studio, Power BI, Tableau or other data visualization software considered an asset
- Valid MB Class-5 driver's license

Eligibility

- Must be a Canadian citizen or permanent resident of Canada
- Must be between 15 to 30 years of age
- Must be legally entitled to work in Canada and have a valid Social Insurance Number

HOURS OF WORK / WAGES

35 hours per week within the West End BIZ operating hours of 9:00 – 4:30 from May 1 to August 18. 15 Hours per week from August 21 to December 22. Schedule during school months will be flexible to accommodate the right student candidate. Rate of pay is \$15.25 per hour. Position starts 1st week of May.

TO APPLY

Please submit cover letter and resume to the West End BIZ by e-mail to prashanta@westendbiz.ca