

JOB DESCRIPTION

POSITION

The Economic Development Assistant is a part-time, term position with a possibility of full-time during Summer. The Assistant will play a critical role in supporting business development 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. The Assistant will have a thorough knowledge of curating and analysing qualitative and quantitative information to generate and communicate concepts and ideas. Data collection will involve walking, cycling and/or driving in central Winnipeg on a regular basis. The Economic Development Assistant must be self-motivated, organized, hard working and should possess effective communication skills focused on building relationships and presenting information clearly and persuasively.

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

- Collect primary data on things happening in the West End and other central BIZ neighbourhoods (business openings and closings, available commercial properties to lease/sale, etc.), update on spreadsheets and database, and reporting on key findings
- Surveying and interviewing member businesses, visitors, customers and develop case by case business profile to identify business growth opportunities in the BIZ area
- Research and assess economic development opportunities, such as, scope for commercial space development
- Assist member businesses by providing information, resources, and support for business development
- Draft and edit economic conditions reports

QUALIFICATIONS

- Bachelor's degree or working towards a degree in Economics, Business Administration, Statistics or related field
- High working knowledge of Excel
- Excellent verbal and written communication skill
- Understanding of property class and zoning are considered an asset

Eligibility

- Must be legally entitled to work in Canada and have a valid Social Insurance Number

HOURS OF WORK / WAGES

This position is for approximately 20 hours per week within West End BIZ operating hours of 9:00 a.m. to 4:30 p.m., with the potential to increase to up to 35 hours per week during the summer months. Some evening shifts may be required. The rate of pay is \$17.00 per hour, and the position begins in the first week of February 2026.

TO APPLY

Please submit your resume with a cover letter by e-mail to prashanta@westendbiz.ca by January 26, 2026.