

Business Analyst Summer Student (Economic and Environmental Sustainability) - Indigenous Peoples Summer Student Opportunity Job Number: 38894

1 temporary summer opportunity for up to 4 months

The City of Edmonton is committed to hiring a diverse workforce that is reflective of the community we serve. The Indigenous Peoples summer opportunity program falls within the Indigenous Peoples recruitment strategy, which outlines the City's commitment to recruit Indigenous Peoples to our workforce.

Are you passionate about supporting local business opportunities and economic development in Edmonton? Do you want to apply your creative, project management, and digital storytelling skills to support local small businesses? This is your opportunity to champion and support small businesses through programs, policy and capacity building.

The Local Economy Section is looking for one Business Analyst Student to join our dynamic team. This position will involve working closely with City staff to support the Small Business Services programs including one-on-one business support, digital storytelling, small business-focused events, and commercial revitalization initiatives such as the Corner Store Program. The position will also assist with strategic planning, local economic outreach initiatives, and engagement and outreach with internal and external partners.

Responsibilities include:

- Support Small Business Services programs with local economic development activities, initiatives and strategic projects
- Support Corner Store Program initiatives and activities
- Assist with local economic initiatives by providing research and analysis support
- Write and prepare web content and user guides for new small business owners
- Support event and workshop planning, preparation, facilitation and documentation
- Assist with other projects as required

Qualifications:

- Currently attending a general business, commerce, accounting, management, urban planning, marketing, communications, social sciences, humanities or related post-secondary degree program
- Strong verbal and written communication skills and ability to maintain positive working relationships
- Demonstrated ability to conduct research and analysis with proven attention to detail
- Excellent problem solving and conflict resolution skills
- Ability to work independently and make decisions in the absence of a supervisor
- Ability to thrive in a fast-paced environment
- Demonstrated ability to manage multiple tasks with multiple elements, limited resources and restricted timelines
- Valid Alberta Class 5 driver's licence (or provincial equivalent). Obtaining and maintaining a City Driver's permit is a requirement of this position

NOTE:

- Hired candidates must meet the eligibility requirements of the funder:
 - Currently enrolled and returning to school or a Post -Secondary Institution in the fall
 - Applicants must be Métis, First Nation or Inuit
 - New hires will be required to register with our identified funding partners

Hours of Work: 40 hours per week, Monday - Friday

Salary: \$19.749 - \$25.135 (Hourly)

Talent Acquisition Consultant: FK/NG

The City of Edmonton is an equal opportunity employer. We value and consider candidates from all diverse backgrounds. If you are a student with a disability that requires an accommodation during the recruitment process, please contact: Mark Farr, Diversity Recruitment Consultant, People with Disabilities at: 780-496-2851.

Classification Title: Student Professional

Posting Date: Mar 4, 2020

Closing Date: March 18, 2020 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Student Position Full-time

Union: CSU 52

Department: Urban Form and Corporate Strategic Development

Work Location(s): 9th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4