

ISLAND COASTAL ECONOMIC TRUST

ECONOMIC DEVELOPMENT INTERN

Purpose: To provide a meaningful work experience opportunity to a recent University graduate or graduate student leading to the development of skills and knowledge in the areas of regional and community economic development, project development and evaluation, grant funding administration, post project measurement and analysis, community outreach, communications and Board governance principles.

Employer: The Island Coastal Economic Trust was established by the Province of BC, to provide economic development assistance to the Vancouver Island area north of the Malahat as well as the Sunshine Coast. The intent of the Trust is to help grow and diversify the regional economy through targeted funding programs for communities, non profits and First Nations.

Job Description: The successful applicant will be provided with basic orientation and training as well as the opportunity to participate in regional economic development and sectoral training and networking events. Mentorship will be provided by ICET staff and expert consultants, and the applicant will have the opportunity to interact with a broad range of regional local government officials and staff, economic development professionals, First Nations, non profits, provincial government and other stakeholders.

The successful applicant should be prepared to undertake and complete a number of term assignments which will require independent work, under the supervision and mentorship of ICET staff.

Priority projects

- Regional economic profile
- Support some communities in the ICET region with the development of their basic community economic profiles
- Post completion project survey work to measure ICET funded project impacts

Support for ICET operations

- Web and social media updates and support
- Assistance for the project application process
- Assistance with the review of reimbursement requests
- Support the development of ICET communications

- Help organize and participate in Board Meetings and Regional Advisory Committee meetings
- Participate in client, stakeholder and partner meetings as required
- General administrative tasks as required

Job Location: Courtenay, BC with occasional travel to other communities

Job Duration: 8 months from September 2015 to April 2016

Salary: \$3000 per month, 35 hours per week

Qualifications: The successful candidate will be:

- Recent University graduate (less than 2 years) or graduate student available for full time employment
- Graduate of a degree program in Economics, Business, Political Science, Public Administration, or other relevant program
- Knowledgeable about the ICET region
- Interested in economic development
- Confident and able to work independently
- Effective communicator with strong writing skills
- Proficient with Excel and basic web updates

Preference will be given to applicants who:

- Have lived or worked in the ICET region
- Have knowledge, course work or experience in demographic data collection and analysis and project impact measurement

All applicants should submit a current resume, references and cover letter outlining their career aspirations, how this job can assist them in meeting their career goals as well as specify any particular skills and expertise which they can bring to the job.

Successful applicants must agree to a criminal record check, sign a confidentiality agreement and have a valid BC drivers licence.

Documents should be sent in PDF format, by 4 pm on August 21st to:

Denice Regnier, Corporate and Project Administrator: info@islandcoastaltrust.ca

Inquiries should be directed to the above by email or by phone at 250-871-7797 (ext 230)

For more information about the ICET: www.islandcoastaltrust.ca.