



Community Economic Development Intern

Are you interested in contributing to the growth and prosperity of your community?

Have you graduated from a post secondary program in the last three years?

The Community Economic Development Intern (CED Intern) is a developmental role focused on supporting business through links to funders, network opportunities, and low barrier lending.

The CED Intern will contribute to economic development in diverse communities across the Peace River Regional District, Northern Rockies Regional Municipality, First Nations Communities, and surrounding areas.

Under the supervision of the Business Analyst (BA) and the General Manager the CED intern will provide support to the Business Analyst by learning the BA role and will support the organization in the North Peace by providing access to funding and programs that support the growth of local business.

Key responsibilities include (but are not limited to):

Promoting Community Economic Development by meeting with Business Owners and Managers to connect them with funders, program providers and relevant resources.

Supporting the Business Analyst by learning the role and developing a clear understanding of Community Futures Lending program.

Participating in Community Outreach by collaborating with stakeholders in the Peace River Regional District, Northern Rockies Regional Municipality, First Nations Communities, and surrounding areas to promote the creation and growth of business opportunities, promote Community Futures programs and support economic development initiatives.

Overall, this role offers an opportunity to make a meaningful impact by supporting local businesses and fostering economic growth in diverse communities

Qualifications and competencies

The CED Intern is a developmental role intended for a recent graduate of a post secondary program. Qualifications and Competencies include:

- Post secondary education in a related discipline with completion within the last 3 years.
- Proficiency in Microsoft Office 365
- Proficiency in social media platforms
- Proficiency in virtual meeting platforms
- Strong inter-personal and communication skills
- Strong writing skills
- Ability to function well in a small team environment.
- Positive and opportunity-focused
- Purposeful self-starter
- A class 5 drivers licence in good standing
- Personal transportation

Compensation

This is a one-year contract position.

The contractor is responsible for all taxes, deductions, and remittances. Travel expenses may be claimed as per the terms of the agreement.

Compensation will be based on 20 hours per week at 35.00 per hour

The term of the contract will be one year from the date of signing not to extend past December 31, 2025.

Apply with a full resume and cover letter to:

admin@communityfuturespeaceliard.com

A full version of the Role Description is available upon request.

Community Futures is a community-driven economic renewal initiative, assisting communities in rural Canada to develop and implement innovative strategies for dealing with a changing economic environment.