

## Position Profile

### People & Culture Analyst (Student)

Calgary or Edmonton, Alberta

#### The Opportunity

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**As a member of the Invest Alberta Corporation (IAC) team, you will create connections and positively contribute to the overall employee experience at IAC by supporting the People & Culture team.** Reporting to the Director of People & Culture, the People & Culture Analyst has the opportunity to explore many aspects of the human resources function, including recruitment, learning & development, and employee experience. To succeed in this role, you will bring problem-solving skills, an eye for improvement, and a growth mindset.

#### Primary duties will include:

- Providing support for the People & Culture department's various functions.
- Engaging and collaborating with internal and external stakeholders to accomplish tasks such as recruitment and administrative support.
- Taking ownership of processes and projects, including rolling out policies and developing programs.
- Being a resource for employees who have questions about company policy and procedures.
- Researching solutions and analyzing the results of various initiatives, including employee engagement surveys, compensation and benefits surveys, etc.
- Developing, maintaining, and strengthening professional working relationships across the organization and its partner networks.
- Discreetly handling confidential information and data – adhering to privacy and confidentiality at all times.
- Leveraging technology to improve organization, communication, and efficiency.
- Other duties as required.

#### Qualifications

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Ideally, you will be a business student with a human resources or general business major, and at least second year standing in your program. Your previous experience will demonstrate your proficiency and ability in MS Office (including SharePoint, Excel, Word, etc.) and strong interpersonal communication skills.

You possess a strong attention to detail and excellent organization and problem-solving skills. With a proven ability to successfully prioritize and execute multiple projects, you are

solution-oriented and strive for continuous improvement. Experience working with stakeholders at all levels (both within and outside the organization) is considered an asset.

In addition to the above, you must be able to provide proof of enrollment at a post-secondary institution to qualify for this work term.

## About the Organization

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Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

## How to Apply

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Interested in being a part of a new, dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections, apply by email, including a cover letter, resume, and salary expectations to: [hr@investalberta.ca](mailto:hr@investalberta.ca)

**Closing Date: Open until suitable candidate found.**

Anticipated Start Date: September 5, 2023 for an 8-month term.

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.

To learn more about IAC & this position please visit: [investalberta.ca](http://investalberta.ca)