

Position Profile

Business Systems Analyst (Student)

Calgary or Edmonton, Alberta

The Opportunity

Are you a team-orientated individual? Do you enjoy analyzing business processes, optimizing systems, and implementing solutions? In this role, you will report to the Client Relationship Management (CRM) Data Analyst and be a key member of the Governance, Research, and Reporting team. As a Business Systems Analyst, you will help the Invest Alberta Corporation (IAC) team deliver business and systems analysis by leveraging your skills and knowledge to improve performance and solve challenges. Your duties will include:

- Build, configure, test, and implement system features, navigation, dashboards, analytics, and reports within Salesforce, SharePoint, and Power BI.
- Evaluate and analyze processes, systems, data, and key performance indicators (KPIs).
- Create and update process, training, and system documentation.
- Create and update use cases that support our requirements analysis, functional designs, user acceptance testing, and training materials.
- Coordinate with subject matter experts across the Business Development, Investor Services, and Governance teams to ensure our systems meet business requirements.
- Participate in pilot projects and rollouts.
- Other duties as required.

Qualifications

You are a post-secondary student working toward a relevant diploma or degree in information systems, computing science, data analytics, or business (management information systems or general management with a strong technology background). Your experience will demonstrate strong attention to detail and excellent written and verbal communication skills. You have a self-starter attitude and can seamlessly prioritize multiple tasks, projects, and deadlines in a fast-paced environment where you work independently and as part of a team.

Familiarity with process mapping and business analysis functions is required. Technical aptitude and understanding of cloud platforms, databases, automation, and analytics are essential to success in this role. The successful candidate will be able to demonstrate their understanding and experience working in these functions during the interview process.

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

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.

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How to Apply

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Closing Date: Open until suitable candidate found.

Anticipated Start Date: May 1st, 2024 for an 8-month term

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Position Profile

Business Development Coordinator (Student)

Edmonton or Calgary, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (“IAC”) team, you will support our global team in bringing investment dollars and jobs to Albertans by responding to client inquiries and conducting research to support investment attraction initiatives worldwide. This is a unique opportunity for a student with emerging interest in business and/or economic development that is looking to build their skills in an exciting environment with entrepreneurs and worldwide business leaders. You will use your organizational skills and collaborative approach to support the coordination of various business development activities, including responding to leads and inquiries, researching potential client companies, and arranging appointments and presentations.

Primary duties:

- Acting as initial point of contact for investor leads and inquiries and working collaboratively with the business development team to triage and respond to inquiries in a timely manner.
- Updating and maintaining relevant data into the customer relationship management system.
- Coordinating with subject matter experts across the business development, investor services, and corporate development teams to ensure our clients/investors receive timely information.
- Conducting research, as required, to vet prospective clients and support the triage process.
- Assisting with the preparation of request for information packages or client communication responses.
- Maintaining and exceeding current service level expectations.
- Supporting administrative duties related to business development activities, including managing and responding to client emails and coordinating meetings.
- Providing support for special projects and other business development activities.
- Other duties as assigned.

Team coordination duties:

- Acting as a resource to the entire Invest Alberta team.
 - Developing, maintaining, and strengthening professional working relationships across the organization and its partner networks.
 - Working collaboratively with others, forging connections.
 - Discreetly handling confidential information and data – adhering to privacy and confidentiality at all times.
 - Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
 - Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
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- Leveraging technology to improve organization, communication, and efficiency.
 - Understanding the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change.

Qualifications

You are a post-secondary student working toward a relevant diploma or degree in marketing, public administration, business administration, economics, or international business. Your experience will demonstrate strong attention to detail and excellent interpersonal, written, and verbal communication skills. You are adaptive and have a self-starter attitude with an ability to seamlessly prioritize multiple tasks, projects, and deadlines in a fast-paced environment where you work independently and as part of a team.

You are comfortable working in Microsoft Word, Excel & PowerPoint and ideally have experience with customer relationship management systems. Experience writing briefing notes or other documents in a government setting would be considered an asset. Knowledge of the Alberta economy and its key industries, trends, and developments would also be considered an asset, but is not required.

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Position Profile

Business Resource Coordinator (Student)

Edmonton or Calgary, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (“IAC”) team, reporting to the Stakeholder Relations Manager, you will work with and support team members to find ideal solutions and strategies to seamlessly coordinate multi-stakeholder initiatives. This is a unique opportunity for a student with emerging interest in business and/or economic development that is looking to build their skills in an exciting environment with multi-stakeholders and business leaders. You will use your organizational skills and collaborative approach to build business cases, mapping and any other materials that will be utilized by the Business Development team to share the Alberta story. You will actively engage with various internal and external stakeholders including various regional economic development groups, post-secondary institutions to continue to build a compelling story that supports our collective vision and mission. As a company ambassador, you will need to always have the highest level of professionalism and discretion.

Primary duties:

- Providing support on stakeholder initiatives, in particular, the Regional Investment Initiative
- Cross collaboration with subject matters across the business development, marketing & communications, IT and research teams to ensure our teams receive timely information (i.e. fact sheets; sector profiles; community profiles; social media stories/posts etc.)
- Building out materials that will support business development team members for investment deals (i.e. business cases; investment scenarios; cluster mapping; community profiles etc.)
- Assisting with the coordination and planning of in person and online outreach activities (events, workshops, mock investor tours etc.)
- Maintaining and exceeding current service level expectations.
- Providing support for special projects and other business development activities.
- Supporting administrative duties related to business development activities, including managing and responding to client emails and coordinating meetings.
- Providing support for special projects and other business development activities.
- Ability to travel within Alberta as required (less than 10%)
- Assisting with in person and online outreach activities
- Other duties as assigned.

Team coordination duties:

- Acting as a resource to the entire Invest Alberta team.
 - Developing, maintaining, and strengthening professional working relationships across the organization and its partner networks.
 - Working collaboratively with others, forging connections.
 - Discreetly handling confidential information and data – adhering to privacy and confidentiality at all times.
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- Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
 - Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
 - Leveraging technology to improve organization, communication, and efficiency.
 - Understanding the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change.

Qualifications

You are a post-secondary student working toward a relevant diploma or degree in public administration, business administration, economics, or international business. Your experience will demonstrate strong attention to detail and excellent interpersonal, written, and verbal communication skills. You are adaptive and have a self-starter attitude with an ability to seamlessly prioritize multiple tasks, projects, and deadlines in a fast-paced environment where you work independently and as part of a team.

You are comfortable working in Microsoft Word, Excel & PowerPoint and ideally have experience with Microsoft SharePoint Experience writing briefing notes or other documents in a government setting would be considered an asset. Knowledge of the Alberta economy and its key industries, trends, and developments would also be considered an asset, but is not required.

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Position Profile

Communications Coordinator (Student)

Calgary or Edmonton, Alberta

The Opportunity

Are you a team-orientated individual, do you enjoy a supporting role where you are depended upon for creativity, timeliness, and accuracy? In this role, you will report to the Director of Communications and Stakeholder Relations as a key member of the team. A team player, you will contribute to building a positive, service-oriented, and collaborative environment. You will be responsible for providing support for key marketing and communications functions to Invest Alberta.

Primary duties will include:

- Writing and editing engaging articles, blogs, social media posts, website content, and team memos.
- Coordinating and creating communications material for events, sponsorships, presentations, announcements, and investor outreach programs.
- Supporting Invest Alberta's media monitoring activities.
- Creating graphic elements for use on social media and the website.
- Creating presentations for domestic and global audiences.
- Supporting the development and implementation of strategies and plans.
- Analyzing trends to track performance and optimize content that drives engagement; provide recommendations to influence future strategy.
- Updating and maintaining databases for e-newsletter and other communications.
- Other duties as required.

Qualifications

You have at least second year standing in your program – as a public relations, communications or journalism student, or a business student with a marketing major. High quality writing and storytelling abilities are essential.

You also demonstrate strong verbal communication skills, as well as proficiency and ability in MS Office (including SharePoint, Word, PowerPoint, etc.). You have a self-starter attitude with strong attention to detail and organization skills, including the ability to manage multiple projects in a fast-paced environment with competing deadlines.

Familiarity with social media platforms including LinkedIn, Twitter, YouTube is required. Proficiency in Adobe Creative Suite and content creation platforms like Canva, and basic WordPress editing skills are 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.

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Position Profile

Financial Analyst (Student)

Calgary or Edmonton, Alberta

The Opportunity

Are you a team-orientated individual, do you enjoy a supporting role where you are depended upon for timeliness and accuracy? In this role, you will report to the Controller and be a key member of the Finance team. As a team player, you will be a person who contributes to the building of a positive and energetic team environment. You will be responsible for providing support for key accounting functions to the Invest Alberta Corporation (IAC).

Primary duties will include:

- General accounting duties, including:
 - Working with accounts payable, accounts receivable, journal entries, etc.
 - Coding and processing travel expense claims.
 - Assisting with month and quarterly reconciliations.
- Assisting with various financial reporting analyses for the Executive Team
- Developing and delivering education, training, and awareness workshops for the Invest Alberta team to ensure all activities are carried out with the principle of strong fiscal stewardship.
- Other duties as required.

Qualifications

Ideally, you will be a business student with a finance, accounting, or general business major, and at least second-year standing in your program. Your past work experience will demonstrate your proficiency and ability in MS Office (including SharePoint, Excel, Word, etc.). You will also have strong attention to detail and organization skills, excellent analytical and problem-solving skills, and familiarity working with financial models and complex formulas. The ability to prioritize various tasks and meet deadlines is essential, and strong interpersonal skills and professional business writing skills are required.

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.

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Position Profile

Marketing Coordinator (Student)

Calgary or Edmonton, Alberta

The Opportunity

Are you a team-oriented individual and do you enjoy a supporting role where you are depended upon for creativity, timeliness, and accuracy? In this role, you will report to the Director of Marketing as a key member of the marketing and communications team.

Primary duties:

- Developing creative content, graphical elements, and multimedia for social media, blogs, newsletters, and the company website including creating social media posts, web content, and video assets.
- Designing and developing graphics and assets to support events, sponsorship, and investor outreach programs, such as signage, invites, fact sheets, and presentations for domestic and global audiences.
- Supporting the development and implementation of content strategies and social media plans.
- Maintaining social media platforms including LinkedIn, Twitter, and YouTube.
- Analyzing social media trends to track performance and optimize content that drives engagement; provide recommendations to influence future strategy.
- Coordinating photoshoots and video shoots.
- Working with international team members to coordinate the distribution and printing of marketing assets, such as fact sheets, logos, banner stands, etc.
- Supporting marketing campaigns as needed.
- Supporting multi-media library development and administration.
- Other duties as required.

Team coordination duties:

- Function as a resource to the entire Invest Alberta team.
 - Develop, maintain, and strengthen professional working relationships across the organization and its partner network.
 - Work collaboratively with others, forging connections.
 - Discretely manage confidential information and data – always adhering to privacy and confidentiality.
 - Actively support the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
 - Stay current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
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- Leverage technology to improve organization, communication, and efficiency.
 - Understand the Company's business model, how to create value and how change impacts all areas of the organization; be a positive change agent.
 - Actively build and maintain an inviting company culture.

Qualifications

You have at least a second year standing in your program – either a business student with a marketing or communications major, communications or public relations student, or graphic design student. Your experience will demonstrate strong written and verbal communication skills, as well as proficiency and ability in MS Office (including SharePoint, Word, PowerPoint, etc.) and Adobe Creative Suite. You are a self-starter with strong attention to detail and organization skills, including the ability to manage multiple projects in a fast-paced environment with competing deadlines.

Familiarity with social media platforms such as LinkedIn, Twitter, YouTube, and more is required. Proficiency in content creation platforms, like Canva, and basic WordPress editing skills will be considered an asset.

In addition to the above, you must be able to provide current proof of enrollment at a post secondary institution.

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Position Profile

Research Analyst (Co-op Student)

Edmonton or Calgary, Alberta

Seeking a Research Analyst (Student). Position is based in Edmonton or Calgary, Alberta and starts in the **Summer 2024** semester (i.e., May to August 2024).

The Opportunity

As a member of the Invest Alberta Corporation (IAC) team, you will support our global team in bringing investment dollars and jobs to Albertans by conducting research and market analysis to support investment attraction initiatives worldwide. The research analyst is part of the Policy and Engagement team and responds to a variety of requests, including policy, reporting, data analysis and jurisdictional scans, and requires a broad skillset to provide valuable market and research intelligence to our global team.

Primary duties include:

- Conducting research and analysis to support Invest Alberta's mandate.
- Assisting with the creation of briefing notes, intelligence memos, research reports, and other documents.
- Assisting with monthly and quarterly reporting on progress made towards goals.
- Creating visualizations, tables, and data summaries of economic and market data.
- Working as part of a team to identify, assess, and address investment related issues.
- Identifying and summarizing competitors' offerings, value propositions, and marketing activities to assist in positioning Alberta as a destination of choice for foreign investors.
- Providing intelligence and sector information (e.g., agriculture, energy, technology) to our business development and marketing teams to support the creation of campaign and presentation materials.
- Other duties as required.

Qualifications

You are a post-secondary student working toward a relevant diploma or degree in economics, political science, business administration, or other social science or analytics designation. Your experience will demonstrate strong attention to detail and excellent

interpersonal, written, and verbal communication skills. You have a self-starter attitude and can seamlessly prioritize multiple tasks, projects, and deadlines in a fast-paced environment where you work independently and as part of a team.

You are comfortable working in Microsoft Excel to analyze data and have a knack for explaining trends to a nontechnical audience. Experience writing briefing notes or other documents in a government setting would be considered an asset. Knowledge of the Alberta economy and its key industries, trends, and developments would also be considered an asset, but is not required.

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