

Position Profile

Investor Services Coordinator (Student – Client Hosting & Events)

Calgary or Edmonton

The Opportunity

As a member of the Invest Alberta Corporation ("IAC") team, reporting to the Investor Services Manager, you will play a key role in supporting the execution of domestic and international events, sponsorships, investor visits, and outreach activities. Your responsibilities include event logistics, invitation management, gifting coordination, and investor engagement support, ensuring Alberta's investment narrative is effectively communicated.

This role is ideal for a student eager to apply a strategic, relationship-driven mindset to investor engagement, business development, and event coordination. This position offers the opportunity to develop project management, administrative, and communication skills in a high-impact environment while ensuring Alberta's investment narrative is seamlessly executed.

You are highly organized, detail-oriented, and thrive in a fast-paced environment, enthusiastic to develop project management skills and excel in administrative and logistical tasks that support large-scale investment engagement initiatives. Success in this role relies on attention to detail, strong organizational skills, and a proactive approach to supporting international investors and the larger organization.

Primary duties:

Event Coordination & Execution:

- Coordinate and support the execution of IAC hosted events, including scheduling, logistics, and on-the-ground coordination.
- Coordinate event communications including invitations, RSVP tracking, reminders, and the preparation of onsite materials through packing lists (name badges, table cards, etc.)
- Provide on-the-ground event support, including setup, check-in, teardown, and compiling post-event documentation for internal review.

Administrative Inventory Management:

- Refine process guides, templates, and tutorial materials within the Investor Services 'tool-box' to enhance accessibility, streamline resources, and ensure continuity in successful frameworks.
- Champion the Investor Services mindset through the execution of IAC's gifting strategy—sourcing Alberta-made products, managing inventory records, and curating meaningful mementos that create lasting impressions and enhance investor experiences.

Team Collaboration:

- Provide ad hoc itinerary and logistical support for investor visits and outreach trips.
 - Contribute to efficiency improvements by identifying and implementing process refinements.
 - Engage in student-led initiatives, supporting the student-led events.
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Team Coordination duties will include:

- Acting as a resource to the entire Invest Alberta team.
- Developing, maintaining, and strengthening professional working relationships across the organization and its partner network.
- 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.
- 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 agent.
- Actively building and maintaining an inviting company culture.

Qualifications

Candidates pursuing Business, Marketing, Management, Economics, Political Science, Hospitality, Tourism, Communications, Public Relations or related fields will find alignment with the role. These disciplines cultivate skills in anticipating investor needs, curating high-caliber experiences, and executing logistics with precision.

- Strong organizational skills, with the ability to manage multiple tasks simultaneously.
- Excellent written and verbal communication skills.
- A proactive and adaptable approach, able to shift priorities and problem-solve under time constraints.
- A keen eye for detail, recognizing the impact of seamless execution.
- A passion for business, economic development, or event coordination.
- A high degree of self-motivation, constantly developing new ideas and keeping up with technology.
- Technical proficiency with tools like Microsoft Office, Salesforce and event registration software.
- Experience or interest in inventory management, gifting, or stakeholder engagement is an asset.
- Experience in student leadership or event planning is considered a plus.
- A strong vision and desire for personal growth.

About the Organization

The 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

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 while earning a competitive salary with comprehensive benefits, apply by email, including a cover letter, resume, and salary expectations to:

hr@investalberta.ca

Closing Date: March 31, 2025

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
