

Position Profile

Research Analyst – Student

Calgary or Edmonton, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (IAC) Market Intelligence and Research team, reporting to the Manager, you'll collaborate with team members nationally and internationally to identify important policy and legislative developments as they happen and analyze the impact for investors. You will prepare a variety of written materials including briefing notes, reports, and correspondence as requested by internal or external partners. As a company ambassador, you will need to always have the highest level of professionalism and discretion.

The ideal candidate will have exceptional policy and analytical skills, along with excellent verbal and written communication skills to engage effectively with senior leaders, industry, and other stakeholders. Knowledge of government and sources of social, demographic and economic data is desirable.

Primary duties include:

- Providing timely and necessary information required for business development, project management and communication with clients.
- Developing tailored materials for investors on relevant programs and incentives.
- Developing briefing notes on emerging legislative and policy issues (from all levels of Government) for investors.
- Creating regular briefings for senior leadership on emerging policy issues and opportunities.
- Obtaining information on regulatory processes and relevant policies as needed for the team and investors.
- Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and organizational improvement.

Team coordination duties 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.

- Discretely 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.
- 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

- Working toward a bachelor’s degree in a related field, such as, Economics, Political Science, Business, or other similar fields.
- Superior organization skills and ability to juggle multiple assignments.
- High attention to detail.
- Excellent problem solving, critical thinking and analytical skills.
- Proactive “can do” attitude.
- Excellent written and verbal communication skills
- Advanced proficiency with MS Excel and experience with data or statistical software (i.e. **R**).

About the Organization

Invest Alberta Corporation (IAC) works directly with investors to attract high-value and high-impact investments to the province. With 11 international offices located in key markets around the world, 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.

The Government of Alberta established Invest Alberta as a Crown corporation to promote Alberta as an investment destination, generate leads and cultivate investor and partner relationships, and provide support services to high-impact and high-value investors.

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, apply by including a cover letter, resume, and salary expectations to hr@investalberta.ca.

Closing Date: March 28, 2025

Anticipated Start Date: May 5th, 2025 for an 8 or 12 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