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Position Information

Position: Economic Development Assistant
Position ID: SS-2101
Supervisor: Economic Development Manager
Hours: Full-time, seasonal (9 weeks)

Job Summary

The Economic Development Assistant aids the Economic Development Manager in all aspects of economic development including, but not limited to:

- administering programs that promote industrial and commercial business investment within the community
- conducting social and economic surveys within the area to assess development potential and future trends
- reviewing feasibility studies and business plans
- performing competitive analysis and market research for business ventures
- working closely with other business support agencies and financial institutions active in Bulkley Valley Regional District

Requirements:

- Must be a post-secondary or recently graduated student
- Computer literate, particularly with Microsoft Office, and able to learn new computer applications
- A valid drivers license and access to a reliable vehicle

Qualifications & Skills:

- Knowledge of First Nation governance, government programs, and services
- Professional attributes and communication, technical, and report writing skills
- Highly organized and focused
- Able to work in a team environment
- Able to maintain confidentiality

Please include the Position ID in the subject line and submit your cover letter and resume to resume@saikuz.com by May 26, 2021.

We thank everyone for their interest; however, only those selected for an interview will be contacted.