



Job Title: Project Staff, Rural Business Recruitment and Retention Research Project

Duration: 8 weeks (Part-time, 20 hours per week)

Location: Comox Valley Chamber of Commerce Office

Reports To: Project Supervisor

Job Summary: The Project Staff will provide support to the Business Recruitment and Retention Program under the guidance of the Project Supervisor. This position is ideal for a student, either in late high school or college, seeking hands-on experience in business development and community engagement. The Project Staff will assist in various tasks related to the execution of the program, contributing to the overall success of the initiative.

Key Responsibilities:

- **Assist the Project Supervisor in executing the polling process, including distributing surveys and collecting responses from local businesses.**
- **Conduct research and data collection under the guidance of the Project Supervisor to support program objectives.**
- **Assist in compiling and organizing data gathered from surveys and other sources for analysis.**
- **Provide administrative support, including organizing documents, scheduling meetings, and maintaining project records.**
- **Assist in outreach efforts to engage with local businesses, community organizations, and other stakeholders.**
- **Participate in team meetings and training sessions as required, actively contributing ideas and insights to support program goals.**
- **Other duties as assigned by the Project Supervisor to support the successful implementation of the Business Recruitment and Retention Program.**

Qualifications:

- **Currently enrolled in late high school or college, pursuing studies or an interest in Business, Economics, Community Development, or a related field.**
- **Strong communication skills, both verbal and written, with the ability to engage effectively with diverse stakeholders.**
- **Detail-oriented and organized, with the ability to manage tasks and priorities efficiently.**
- **Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and familiarity with online survey tools is an asset.**
- **Ability to work independently and collaboratively in a fast-paced environment, demonstrating initiative and a positive attitude.**
- **Interest in business development, community engagement, and economic revitalization initiatives.**

Working Conditions:

- **This contract position is part-time, requiring 20 hours of work per week at \$25/hr, with flexibility in scheduling to accommodate academic commitments.**

- **The Project Staff will primarily work from the Comox Valley Chamber of Commerce office, under the supervision of the Project Supervisor.**
- **Occasional evening or weekend work may be required, depending on project needs and deadlines.**

Application Process:

- **Interested candidates should submit a resume and brief statement of interest outlining their qualifications and motivation for the position to executivedirector@comoxvalleychamber.com. Applications will be accepted until June 27, 2024.**