



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

Duration: 9 weeks (Part-time, 20 hours per week)

Location: Comox Valley Chamber of Commerce Office

Reports To: Project Advisor (Executive Director)

Job Summary: The Project Supervisor will oversee the implementation of the Rural Business Recruitment and Retention Research Program, working closely with the Project Advisor and project staff. The primary responsibilities include collaborating with hired consultants to develop and execute polls, compiling and analyzing data gathered, and providing recommended actions based on the findings.

Key Responsibilities:

- Supervise project staff and coordinate their activities to ensure the successful execution of the program.
- Work closely with hired consultants to develop a comprehensive polling strategy to gain insights into current business conditions.
- Collaborate with project staff to execute the polling process efficiently and accurately.
- Compile and analyze data collected from the polls to identify challenges, opportunities, and trends in the local business community.
- Work with the Project Advisor to develop actionable recommendations based on the data analysis.
- Provide regular progress updates and reports to the Project Advisor, ensuring transparency and accountability throughout the project duration.
- Liaise with stakeholders, including business leaders, community organizations, and municipal representatives, as needed to support program objectives.

Qualifications:

- Bachelor's degree in Business Administration, Economics, or a related field (or equivalent work experience).
- Previous experience in project management or supervision, preferably in a business or community development context.
- Strong analytical skills with the ability to interpret data and draw actionable insights.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Detail-oriented and organized, with the ability to manage multiple tasks and priorities simultaneously.
- Proficiency in Microsoft Office suite and data analysis tools.
- Knowledge of the local business landscape and economic development principles is desirable.

Working Conditions:

- This position is part-time, requiring 20 hours of work per week, with flexibility in scheduling.
- The hourly wage for this contract is \$30.

- The role may involve occasional evening or weekend work, depending on project requirements.
- The Project Supervisor will primarily work from the Comox Valley Chamber of Commerce office, with occasional travel within the community as needed.

Application Process:

- Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to executivedirector@comoxvalleychamber.com. Applications will be accepted until June 20, 2024