



## Delta Visitor Centre Business Support Associate Summer Internship 2021

**Term of Employment:** May 17 ~ June 28 to August 20, 2020 (min 8 to max 14 weeks, depending on successful candidate's availability)

**Hours:** Approximately 30 to 35 hours week (may include some weekends or holidays)

The Delta Chamber of Commerce is seeking applications for Business Support Associate internship positions to work in business-related initiatives which support the economic resilience and recovery of Delta businesses in connection with the COVID-19 pandemic, and to better understand how the Delta Chamber of Commerce can effectively advocate for them with decision-makers at all levels of government. This position is well-suited for those interested in business, political science, economic development.

**Responsibilities:**

- Utilizing and updating existing survey result data to compile reports and recommendations on the current needs of the business community at this stage of the global pandemic recovery in Delta
- Prepare and deliver customized business support packages with COVID-19 government financial and operational support information particular to the needs of businesses
- Research advocacy-specific topics identified by surveying the business community and analyzing data from businesses and other sources (i.e. Stats Canada Census data)
- Attend Superhost Training and support staff in developing Destination Ambassador supplemental training content
- Working collaboratively with fellow Delta Chamber summer interns and staff, as well as Delta Community Resilience and Economic Recovery Support Team (CRERST) member organizations to support the delivery of free COVID-informed customer service training and hyper-local tourism training to businesses in Delta through Destination BC certified Superhost and Destination Ambassador training for small and medium-sized businesses, to support effective economic recovery
- Provide assistance with Delta tourism marketing research, special projects, events, and basic office administration
- Participate in community familiarization tours

**Qualifications:**

- Superior front line customer service experience with the desire to exceed expectations
- Knowledge of businesses, community assets, products/services in Delta
- Fluency in English required; proficiency in Punjabi and/or Mandarin is an asset
- Able to demonstrate initiative and resourcefulness, self-motivated, team player, flexible and able to work independently with strong time management skills
- Possess a valid driver's license with access to own vehicle
- Access to own computer, mobile phone and internet for hybrid model of remote/office work
- Flexible to work a variety of shifts including weekdays, weekends and holidays

- Proficiency with Microsoft Office necessary, with excellent skills in Excel and Word required

Wage rate is \$17.00 to \$19.00 per hour, depending on experience.

Interested candidates please send your resume with cover letter to [lydia@deltachamber.ca](mailto:lydia@deltachamber.ca).

*The Delta Chamber of Commerce embraces and encourage its board members', employees', and volunteers' differences in age, race, ethnicity, national origin, family or marital status, sex, gender identity or expression, sexual orientation, physical or mental disability, political affiliation, religion, socio-economic status, or conviction of a criminal or summary conviction offence unrelated to their employment.*

*Please note that **these positions are funded through a grant by the Canada Summer Jobs program**. The program provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences **for young people aged 15 to 30 years**. Funded employers are not restricted to hiring students — all youth aged 15 to 30 years may be eligible participants.*