



Delta Chamber of Commerce Business Initiatives Associate Summer Internship 2023

Term of Employment: May 15* to August 26, 2023 (15 weeks)

* Starting date flexible based on qualified candidate – end date is set

Hours: 35 hours week (will include some events on evenings and weekends)

The Delta Chamber of Commerce is seeking applications for Business Initiatives internship position to work on business-related initiatives which support the economic resilience of small and medium-sized businesses (SMEs) in the federal electoral district of Delta; which includes both the City of Delta and Tsawwassen First Nation. This work will include connecting directly with businesses over the phone, by email, and in-person to understand the needs of businesses in the community; to research and develop recommendations for the enhancements of the Chamber's business services, and to provide customer service to member businesses. **This position is well-suited for those interested in business, economic development, sales/marketing, journalism, photography, graphic design, and/or the film industry.**

Responsibilities:

- Contacting SMEs by phone, email, and/or in-person to determine current needs, effectiveness of government and Chamber business supports, willingness to participate in a **"Filming in Delta"** location registry, and to assess future education and advocacy needs
- Collect, collate and analyze data from needs assessment of SMEs, and then actively participate in:
 - researching and updating the **Chamber website** to provide resources to support those identified needs,
 - developing written descriptions for locations, with accompanying **photos** (taking photos as necessary/beneficial,) in language appropriate for the film industry,
 - developing **educational programming events** with expert panelists, resources, and activities related to those needs
- Update/Maintain the **"Welcome to Business in Delta"** package for new business and research/develop a relocation package for use with potential businesses and residents considering relocating to Delta
- Develop & curate a **library of social media content** highlighting SMEs in Delta for use throughout the year
- Work collaboratively with fellow Delta Chamber summer interns and staff to assist with Delta Chamber of Commerce and Tourism Delta **special projects**, tourism marketing research, events and basic office administration
- Attend Superhost training and/or any additional community familiarization tours/training as needed

Qualifications:

- Superior front line **customer service** experience with the desire to exceed expectations
- Knowledge of/**familiarity with businesses, community assets**, products/services in North Delta, Ladner, Tsawwassen and Tsawwassen First Nation
- Proficiency in written and spoken **English** to effectively communicate in a business/professional setting is required; conversational/comprehension-level **Punjabi, Hindi, Mandarin, Cantonese, and/or French** is an asset
- Confidence & professional communication skills to initiate and **facilitate conversations with business leaders** for the purpose of building relationships and acquiring information
- Experience working in an environment of relationship building with a **variety of stakeholders**
- **Able to demonstrate:** initiative and resourcefulness, self-motivation, skill in working as a team player, flexibility to meeting changing/developing priorities, and the ability to work independently with strong short-term time management & and medium-term project management skills
- Possess a **valid driver's license** with **access to own vehicle one to two days per week** to facilitate access to businesses and events not currently available by transit or other active transportation methods
- Access to own computer, mobile phone and internet to facilitate a hybrid model of remote/office work is an asset
- **Work hours** for this position are generally Monday – Friday 9am – 4:30pm, however all interns are expected & required to be flexible to work a variety of shifts, including weekdays, weekends and holidays as necessary for the operational needs of the organization
- The Delta Chamber of Commerce uses **Microsoft 365** (Office) products so proficiency with this software (specifically **MS Word and Excel**) is necessary; with proven graphic design experience in **Canva** (and/or similar programs) necessary. **Social media skills** with FB, IG, Twitter, LinkedIn, and TikTok are strong assets

Wage rate is \$17.75 to \$19.50 per hour, depending on experience and qualifications.

Interested candidates please send your resume with cover letter to lydia.elder@deltachamber.ca.

The Delta Chamber of Commerce embraces and encourages 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, and as such we welcome applicants from all backgrounds to apply for roles with the Chamber.

*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.*