

**OPEN TO THE PUBLIC
Employment Opportunity**

SMALL BUSINESS DEVELOPMENT INTERN

**Innovation PEI
Location: 94 Euston St, Charlottetown**

Full-Time Temporary Position (One Year – May 2023 to April 2024)

Innovation PEI is stronger and most effective when we reflect the diversity of the Island population we serve. We are dedicated to building and promoting a diverse, equitable and inclusive workforce, representative of our Island community. By embracing diversity and inclusion, our agency ensures broader discussions, better decisions, and an engaging workplace.

About the role:

Innovation PEI internship opportunities aim to provide high level professional development and practical training, combined with a project-based placement for new or recent graduates. The purpose of the Small Business Development Intern position is to contribute to Innovation PEI's strategic and operational planning by providing support in a wide range of duties including data collection and analysis that support PEI-based small businesses as well as start-ups. The position also supports Business Development Officers with research, file processing and communications.

Who you are:

All candidates meeting the following minimum qualifications will be considered for an interview:

- Successful completion of a post-secondary program within 36 months prior to the internship start date;
- Experience in Microsoft Office (Word, Excel and PowerPoint);
- Some experience in meeting tight timelines;
- Some experience in identifying, retrieving, evaluating and synthesizing evidence on a broad range of topics;
- Must be seeking a focused work term for 12 months;
- A valid status to work full-time during the term of the internship;
- Strong facilitation skills to present information using traditional and/or digital media in a clear, concise and accurate manner through effective written, oral and visual communication; and
- Strong interpersonal and intercultural communication skills with the ability to foster collaboration and partnerships.

Other qualifications considered an asset:

- Project coordination experience;
- Bilingualism or multilingualism;
- Experience working with, or engagement in community organizations or groups; and
- Additional relevant education and experience

Responsibilities:

- Assisting with the collection of qualitative and quantitative program information;
- Conducting research including but not limited to jurisdictional scans to provide information on the best practices;
- Providing support or project coordination to track and monitor initiatives;
- Engaging with internal and external stakeholders to collect information related to project research, content and deliverables;
- Writing draft research reports based on well-defined and credible evidence;
- Assisting with collection of data internally and externally for the purpose of reviewing the impact of programs;
- Assisting with the development, promotion and delivery of entrepreneurial information, education and /or training;
- Assisting and/or delivering presentations to management;
- Assessing applications for financial small business assistance which will include a comprehensive analysis of the application and supporting documents; and
- Other duties as required.

What Innovation PEI can offer you:

- Salary: \$26.14 - \$31.13 – Level 13 (Agency Pay Plan)
- 75 hours biweekly
- Paid vacation, sick and leave options
- Comprehensive group insurance coverage and pension plan
- Professional development opportunities and access to training funds

To apply:

Please apply online at <https://workpei.ca/job/innovation-pei-charlottetown-4477-small-business-development-intern/> by **May 10, 2023 at 5pm AST.**