

**GDBP POST-SECONDARY RESEARCH ASSISTANT
GUYSBOROUGH DISTRICT BUSINESS PARTNERSHIP**

TITLE: GDBP Post Secondary Research Assistant
(Youth- Canada Summer Jobs 18-30 y/o)

STATUS: Full Time, 12-16 Week Term

HOURS: Tuesday to Friday 8:00 AM to 5:00 PM.

REPORTS: Executive Director, GDBP

GENERAL RESPONSIBILITIES:

Reporting to the Executive Director, the Post Secondary Research Assistant will be responsible for assisting with the day-to-day activities of the Guysborough District Business Partnership; involved in special projects as assigned.

MAINTAINS LIAISON WITH:

- Executive Director of the GDBP
- GDBP Board Members
- Key Stakeholder Organizations

QUALIFICATIONS & SKILLS:

- Post-Secondary training in related field preferred
- Excellent communication, organization and time-management skills
- General office environment experience
- Proficiency with e-mail, Microsoft & Excel and social media
- Knowledge and familiarity with MODG
- Experience or understanding of local business development and attraction challenges; local tourism issues; and community development challenges such as immigration issues.

OTHER DUTIES:

- Participate, as required, in various committees that the Guysborough District Business Partnership will be involved in or initiate.
- Research best practices for rural resident, and small business attraction.
- Research best practices for rural tourism initiatives.
- Assisting with social media and website updates.

- Responds to and investigates any relevant general inquiries made by other stakeholder groups, levels of government or the general public as required.
- General office duties.
- Participates in relevant training and development programs when required.
- Other duties as assigned by the Executive Director.

SALARY:

\$18.00 per hour, 4% vacation pay.