

Economic Development Assistant (Student)

Sudbury East Chamber of Commerce (Remote)

Job Type:

Temporary, Student Position (Summer Contract)

Duration:

8 week summer contract with anticipated start date of May 4, 2026

Hours:

35 hours per week

Wage:

\$17.60/hour (as per Canada Summer Jobs funding guidelines)

Position Overview

The Economic Development Assistant (Student) role is ideal for a student interested in business, economic development or community leadership. The successful candidate will play a role in advancing strategic initiatives, supporting day-to-day operations and helping advance projects that benefit local businesses while also supporting workflow efficiency and organizational priorities of the Executive Director

Key Responsibilities

Strategic & Research Support

- Conduct research related to economic development, funding opportunities, and regional business trends
- Assist with business plan development, proposals, and reporting
- Collect, organize, and analyze data to support decision-making

Membership & Outreach

- Support membership recruitment and retention initiatives
- Maintain and update member databases and contact records
- Assist with email communications, outreach campaigns, and follow-ups

Programs & Events

- Support the planning and coordination of Chamber events and initiatives (e.g., networking events, workshops, Women's Entrepreneurship Week)
- Assist with logistics, scheduling, and vendor coordination
- Help with post-event reporting and feedback collection

Administrative Support

- Assist with budget tracking and program expenses
- Prepare documents, reports, and presentations

- Take ownership of recurring tasks to support daily operations

Qualifications

- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and take initiative
- Interest in community development and supporting small businesses

Technical Skills:

- Proficiency in Google Workspace (Docs, Sheets, Drive, Gmail)
- Experience with Canva for basic design and communications
- Familiarity with Zoom as required for virtual meetings
- Familiarity with Wix or similar website platforms for content updates
- Familiarity with social media platforms for business communication and outreach

Eligibility Requirements (Canada Summer Jobs Program)

To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Currently enrolled in a post-secondary program (Business, Marketing, Economic Development or related field preferred)
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been granted
- Be legally entitled to work in Canada

How to Apply

Please submit your resume and a brief cover letter outlining your interest in the position to info@sudburyeastchamber.com before 5pm on May 1 2026.