

Position: Impact and Program Analyst

(Summer Intern Role –30 hours/week)

Role Summary

As the Impact and Program Analyst, you will work with the Innovation Guelph team to support the onboarding of entrepreneurs and management of the entrepreneur database and other data collection and management systems.

You'll have the unique opportunity to work with a wide range of professionals, across many public and private sector organizations, with a focus on the Agri-Innovation, Information Communications Technology, Advanced Manufacturing and Cleantech sectors.

What does your day to day look like?

You'll work closely with the Programs Team, who will involve you in a range of projects aimed at supporting entrepreneurship including:

- Interviewing and engaging Innovation Guelph entrepreneurs to validate their information, understand their needs, and document their progress
- Comb through archived data to assist in updating the Innovation Guelph project management and CRM systems
- Update Innovation Guelph project management and CRM systems to ensure effective services are delivered across the board
- Capture and analyze evaluation data from business education programs aimed at helping entrepreneurs (e.g. workshops, info sessions and seminars)
- Work on data entry and management for ongoing programs

This job is for you if you are:

- Eligible for the [Summer Student Job Program](#)
- A student, returning back to school in September
- Interested in entrepreneurship and start-ups
- Focusing your studies on Business, Data Analytics
- Passionate about being part of an exciting team and eager to make a difference

Summer Student Job Program Criteria:

Applicant:

1. Is between 15 and 30 years of age (inclusive) at the start of employment;
2. Was registered as a full-time student during the preceding academic year;
3. Intends to return to school on a full-time basis during the next academic year;
4. Is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;

5. Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
6. has a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to apply:

Send your resume and short paragraph on why you think you're right for this job to, Diana Train, Front of House Co-ordinator at diana.train@innovationguelph.ca by May 25, 2018.

Innovation Guelph is a living wage employer and is committed to enhancing our diverse workforce. Only those shortlisted for an interview will be contacted.

