



INTERN, INVESTMENT ATTRACTION

(FULL-TIME, 4-MONTH OR 8-MONTH TERM)

WHO WE ARE

Toronto Global is a not-for-profit investment attraction agency that supports the expansion of foreign-owned businesses to the Toronto Region. We represent the Cities of Toronto, Mississauga and Brampton, as well as the Regions of Durham, Halton and York, and work closely with the Government of Canada, the Province of Ontario, and our municipal partners to offer complimentary and customized services to growing international companies. We assist companies by sharing market research and intelligence that supports their decisionmaking, and by facilitating local connections to assist with the establishment of operations in the region. Toronto Global actively promotes the competitive advantages of the Toronto Region as an ideal location for corporate expansion. We're an enthusiastic team of smart, passionate professionals who take pride in our work and have fun doing it!

POSITION SUMMARY

The ideal Intern candidate is a current student in Social Sciences, Economics, or Business, with an interest in international business. This position will play a key role in ensuring data and materials used by our Investment Attraction team are current and relevant for clients and support the Talent & Business Insights team on special projects through gathering data and writing original marketing content.

The successful candidate will initially be working from home to prevent community spread of COVID-19 and protect the safety of our team. We anticipate a hybrid return to office mid Fall with the expectation that all staff be fully vaccinated; accommodations will only be considered for medical conditions or other bona fide grounds in alignment with the Ontario Human Rights Code.

KEY RESPONSIBILITIES

- + Update, maintain, and clean data in Excel and format visualizations in our PowerPoint content library;
- + Enter data from various reports and websites into Excel;
- + Understand and utilize third-party tools of Toronto Global, such as market research report and salary databases to provide support needed in client inquiries;
- + Shadow the Business Insights Advisor & Analyst to learn and refine the Toronto Region value proposition pitch to clients and the response/support provided to client inquiries;
- + Conduct research and analysis and provide meaningful insights, perspectives and solutions to clients and prospective clients;
- + Create simple ad-hoc custom Business Case content from research and data analysis;
- + Constantly expand own knowledge of the Toronto Region and build a confident understanding of Toronto Global's value proposition across various economic sectors.

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REQUIRED SKILLS & EXPERIENCE

- + Currently enrolled in a post-secondary education with a focus on social sciences, economics, economic development, business or commerce;
- + Exceptional English verbal/written communication skills; additional language proficiencies are a plus, but not required;
- + Intermediate to advanced proficiency in Microsoft Word, Outlook and PowerPoint;
- + Basic to intermediate proficiency in Excel;
- + Ability to format and create visually compelling and professional documents, in alignment with established visual identity guidelines;
- + A self-motivated, analytical thinker that embraces change, challenge, and organization;
- + Strong team mentality and the ability to work collaboratively with others in both a virtual and in-person environment;
- + Business acumen, strategic thinking, and the ability to apply sound judgement to achieve practical solutions;
- + Strong attention to detail, time management, and organization skills with the ability to meet deadlines;
- + An appreciation and understanding of the global economic and business climate.

BONUS POINTS IF YOU ALSO HAVE

- + Experience with data analysis, dashboards, and/or KPIs
- + Advanced Excel skills (Pivot Tables, VLOOKUP, Macros etc.)
- + Knowledge of basic statistical terms and data visualization best practices
- + Experience working with data from any of the following: Statistics Canada, U.S. Census Bureau, U.S. Bureau of Labor Statistics, Eurostat, OECD, Conference Board of Canada etc.
- + Familiarity with NAICS codes, NOC codes or SOC codes
- + Experience creating content for blogs, reports, websites, marketing materials etc.

Interested candidates are encouraged to submit their resume and cover letter to careers@torontoglobal.ca by October 15, 2021. **In the subject line of your email, please include the job title of this role and your full name.**

Toronto Global is committed to diversity, equity, and inclusion in the workplace, because we believe it contributes to innovation, better decision-making, and a deeper understanding of the community we serve. Demonstrating fair and equitable employment practices is our priority and we are dedicated to fostering a barrier-free environment where accessibility, empowerment, and respect are key drivers of our team's success. Accommodations are available at all stages of the recruitment process upon request.

At Toronto Global, we strive to ensure everyone can show up as their true selves at work and achieve their full potential. We sincerely thank all candidates for their interest in Toronto Global, however only those selected for an interview will be contacted.

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