

## POSITION: **STARTUP LIAISON** TEMPORARY FULL TIME

### **Vancouver Economic Commission**

1500, 401 W. Georgia St.  
Vancouver, BC, V6B 5A1

Please send cover letters and  
resumes to Cathy Williams at  
[info@vancouvereconomic.com](mailto:info@vancouvereconomic.com)

### **JOB OPPORTUNITY**

The Vancouver Economic Commission (VEC) is seeking a Temporary Full-Time Startup Liaison to co-develop, deliver, and support VEC's programs related to startup ecosystem development and investment attraction. The Startup Liaison will be an organized, detail-oriented self-starter capable of taking on our ongoing startup engagement and capital attraction programs. They will work in partnership with external organizations and the VEC team to support the growth of the Innovation Economy in Vancouver. The successful applicant will be a team player comfortable working in an entrepreneurial environment, possess a high level of confidence, superior negotiation skills, experience in program management, and demonstrated professionalism.

### **ABOUT THE VANCOUVER ECONOMIC COMMISSION**

As the City of Vancouver's agency for economic development, the Vancouver Economic Commission (VEC) works to position Vancouver as a globally recognised city for innovative, creative and sustainable business. We do this by strengthening Vancouver's Tech, Digital Entertainment and Green Economy sectors through strategic programs and initiatives that address each stage of the business growth continuum. The VEC's work includes advising business leaders; connecting businesses to talent, capital and markets; and promoting Vancouver as a premier destination for smart talent, capital and business.

**Start:** August 16, 2017

**End:** March 30, 2018

**Deadline:** Apply by 5PM PST on August 4, 2017

## **POSITION: STARTUP LIAISON, TEMPORARY FULL TIME**

(Position requires approximately 30 in-office and 10 out-of-office hours per week)

### **PRIMARY RESPONSIBILITIES**

The Startup Liaison will be responsible for the co-delivery and monitoring of all startup engagement, ecosystem development and capital attraction programs. These programs include **Vancouver Startup City**, **Discovery Foundation Capital Mentorship Program**, **Thriving Vancouver**, and inbound investment attraction and support for startups new to Vancouver (Vancouver Startup Ecosystem Navigator). The role will require the ability to:

- Compile custom research reports related to key trends in the investment landscape
- Prepare briefing and background materials to support relevant lead generation
- Liaise with internal and external partners to design and execute on marketing and promotional campaigns for startup-related programs and events
- Monitor registrations to programs and events to ensure maximum engagement with entrepreneurs and investors
- Liaise with the VEC's Marketing & Research team on the development and delivery of timely and appropriate program promotional content and materials
- Assist Sector Development, Program and Project managers with event budget development, contract negotiations, and associated ad hoc tasks
- Provide support when tracking and reporting on results with external partners
- Perform routine data entry to maintain up-to-date records on opportunities, leads and data collection using the VEC's customized CRM software (Salesforce)
- Collate and summarize activities in regular status reports

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**REQUIRED SKILLS AND EXPERIENCE**

- A Bachelor's Degree of Business, Planning, International Business, Innovation, Entrepreneurship, or related field; or an equivalent combination of work experience and education
- At least one year of related experience working with an economic development agency, industry association or similar organization or 3 years of program delivery and experience on planning programming with a focus on technology, social innovation, cleantech, digital media IP creation and/or international business
- A quick learner with demonstrated desire for personal growth and development in program and project management, the technology sector and/or venture finance
- Proven team player and self-starter capable of taking direction
- Detail-oriented critical thinker with excellent organizational, creative problem solving and time management skills
- Superior interpersonal management and relationship-building skills; ability to confidently network and interact with a wide variety of stakeholders
- Professional business manner with a commitment to customer service
- Exemplary written and oral communication & presentation skills
- Extensive experience with MS Office

**ADDITIONAL ASSETS**

- Fluency in at least one second language, especially Mandarin, Spanish, French or Punjabi
- Demonstrated passion for the innovation economy, entrepreneurship and economic development
- Prior experience with CRM software (especially Salesforce)
- Aptitude with Adobe Creative Suite

**DURATION**

Please address cover letters & resumes to Cathy Williams via [info@vancouvereconomic.com](mailto:info@vancouvereconomic.com) by 5PM PST August 4, 2017.

Due to a high volume of applications, only candidates to be interviewed will be contacted. Thank you for your understanding.