



Job Title: Community Business Plan Implementer (Summer Internship)

Department: Engagement - ActivateYYC

Overview

As a Business Case Developer for our social enterprise, you will be responsible for conducting comprehensive research, analysis, and planning to develop a compelling business case that demonstrates the viability and impact of our social enterprise initiative. You will collaborate with in-house teams to define objectives, identify target markets, assess financial feasibility, and measure social impact. This role requires a combination of strategic thinking, analytical skills, and a passion for social entrepreneurship.

Duties:

Research and Analysis:

- Conduct in-depth research on social issues, market trends, and relevant industries to identify opportunities for social enterprise initiatives.
- Analyze data to understand customer needs, competitive landscape, and potential barriers to entry.
- Stay updated on best practices and emerging trends in social entrepreneurship and impact investing.

Business Model Development:

- Collaborate to define the social enterprise's mission, objectives, and core values.
- Design innovative business models that align with the social mission while ensuring financial sustainability.
- Identify revenue streams, cost structures, and key partnerships to support the business model.

Financial Projections:

- Develop detailed financial projections, including revenue forecasts, expense budgets, and cash flow analysis.
- Evaluate investment requirements and potential funding sources, such as grants, impact investors, or social impact bonds.
- Conduct sensitivity analysis to assess the impact of various assumptions and scenarios on financial performance.

Social Impact Measurement:

- Define key performance indicators (KPIs) and metrics to measure the social impact of the enterprise.
- Develop an impact measurement framework to track progress towards social goals and outcomes.

- Incorporate feedback from stakeholders and beneficiaries to ensure relevance and effectiveness of impact measurement efforts.

Risk Assessment and Mitigation:

- Identify potential risks and challenges that may impact the success of the social enterprise.
- Develop risk mitigation strategies and contingency plans to address operational, financial, and external risks.
- Monitor risk factors and adapt business strategies as needed to minimize negative impacts.

Engagement:

- Engage with diverse parties, including investors, community members, government agencies, and non-profit organizations.
- Build relationships and partnerships to leverage resources, expertise, and support for social enterprise initiatives.
- Communicate the value proposition and social impact of the enterprise to stakeholders through presentations, reports, and other communication channels.

Documentation and Reporting:

- Compile all research findings, analyses, and recommendations into a comprehensive business case document.
- Present the business case to senior management, the board of directors, and external stakeholders.

Qualifications:

- Enrolled in or recent graduate of a relevant program such as Bachelor's degree in Business Administration, Social Entrepreneurship, Economics, or related field (Master's degree preferred).
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- Strong written and verbal communication skills.
- Comfortable working both independently and collaboratively in a team setting.

HOURS OF WORK:

35 hours per week. June 17 to August 24, 2024.

General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

SALARY:

\$20-22 per hour.

Deadline: Application Deadline: May 19th, 2024

If you meet these qualifications and are excited about the opportunity to contribute to engaging Calgarians, we encourage you to apply! Please submit your resume and a cover letter detailing your relevant experience and why you're passionate about this position.

Please provide your resume, cover letter and a link to your portfolio to:

Leslie.evans@calgarycommunities.com