

Business Census Enumerator Summer Student Job Number: 51307

REVISED: Job Title and Job Description

Up to 12 temporary full-time positions for 4 months intended specifically for students currently enrolled full-time at a post-secondary institution, commencing in May 2025

The Urban Planning & Economy Department requires dynamic, well organized, and highly motivated individuals to travel door to door to businesses and other places of employment to collect data for the Edmonton Business Census. Data collected will be used to aid decision and policy making and the delivery of services to employers. This position will be of interest to any individuals seeking to expand their professional network, develop their soft skills or with an interest in commercial real estate, statistics or economic development. For safety reasons, enumerators will travel in teams to areas of the City to collect data.

As a Business Census enumerator summer student, you will:

- Travel door to door to businesses and other places of employment to record the names and locations of businesses
- Speak with business owners and staff to capture census data
- Use and develop interpersonal skills to maximize survey response rates
- Navigate through areas of the city to collect census data using a tablet by vehicle, transit or walking
- Conduct phone and email follow ups for any businesses we could not reach in-person
- Employ leadership skills when planning routes, ensuring performance targets are met and reporting back to the Program Coordinator
- Create and schedule travel routes to navigate business areas and meet business interaction targets
- Code responses by NAICS or other industry classifications
- Track and report on lessons learned, feedback or recommendations for the business census pilot project report.
- Perform other duties as assigned

Qualifications:

- Current enrollment full-time at a post-secondary institution
- Experience using Google Workspace applications or equivalent applications

Assets:

- Experience doing data collection and entry
- Experience using NAICS codes or other industry classifications
- Coursework or training in communications, leadership or related interpersonal skills
- Valid Alberta Class 5 driver's license (or provincial equivalent)

Skills Required for Success:

- Experience with navigating the Edmonton area using maps or GIS applications
- Excellent oral and written communication skills
- Confidence to work independently and with a team
- A commitment to positive engagement with Edmonton business owners and employees
- Commitment to a culture of inclusion and understanding
- Flexibility to work in a variety of weather and environmental conditions
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation and inclusion (<https://bit.ly/3hd2d95>)

Conditions of Employment:

- As part of your application, we ask that you attach an unofficial transcript or an enrollment verification letter (indicating you are enrolled in a related post-secondary program). Talent sourced through this process may be considered for similar opportunities within the City
- This position will be a combination of working from the office and on-site working conditions
- May be required to arrange own transportation to be reimbursed in accordance with City of Edmonton policy
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance

Additional Details:

Hours of Work: 40 hours per week, ability to work evenings and weekends as required.

Salary: \$18.621 (Hourly)

Talent Diversity Consultant: KD/JR

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation

Classification Title: Student Administrative

Posting Date: Feb 14, 2025

Closing Date: Mar 12, 2025 11:59:00 PM (MST)

Number of Openings (up to): 12 - Student Position Full-time

Union: CSU 52

Department: Economic Investment Services

Work Location(s): 9th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Visit www.edmonton.ca/careers for information on how to apply