



The Port Credit Business Improvement Area (PCBIA) works together with its over 500 members to achieve goals that assist the continuously changing and growing business and tourist interests of the Port Credit designated area.

The PCBIA MANDATE, stated in its constitution, is to improve, beautify and maintain public lands and buildings with the BIA, and to promote the area as a business and shopping destination.

A key role of the PCBIA is to serve as a CATALYST AND INCUBATOR FOR COMMUNITY IDEAS AND EVENTS. The PCBIA also works to engage its business members in the evolution of Port Credit as one of Mississauga's PREMIER TOURIST DESTINATIONS.

Our work environment includes:

- Office setting overlooking the stunning Credit River
- Opportunity to work with 500+ entrepreneurs and business owners
- Direct contribution to enhance and positively impact the community
- Growth and mentoring potential
- Opportunity to help shape the economic landscape of Port Credit
- Opportunity to work in a hybrid office/work environment
- Lively atmosphere with a small but mighty work team

We are looking for a **Data Coordinator** under the Canada Summer Jobs program to assist the PCBIA in enhancing the Business Retention & Expansion (BR&E) of our Port Credit Business to make a positive economic impact to our community utilizing data gathering and analytics.

Reporting directly to the PCBIA executive Director, the responsibilities of the Data Coordinator are below:

- Collection of data and statistics pertaining to businesses within the Port Credit BIA
- Analysis and reporting on businesses within the Port Credit BIA
- Verification of data of Port Credit Businesses on the directory and website
- Migration and validation of data onto the new Port Credit BIA website
- Gathering and analysis of data to support the Port Credit BIA BR&E strategy
- Liaise with Port Credit Business Community and various BR&E stakeholders
- Work with the Marketing Team to promote BR&E
- Provide weekly reports and updates to the Executive Director
- Ad hoc tasks as required

Job Type: Part-time (30 hours/week)

Compensation: \$18.50/hour

Schedule:

- Monday to Friday

Skills and characteristics required to be successful as the Data Coordinator:

- Highly organized with excellent time management skills
- Proactive self-starter – we always have something to do and love to collab on new ideas!
- Data analysis experience
- Professional and courteous manner
- Familiarity with relevant software i.e. Excel
- A team player with a focus on the success of the PCBIA and our PCBIA Business Community

PCBIA is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

The Government of Canada funded this job through the Canada Summer Jobs program and applicants must meet the requirements of the program. You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.

Please submit your resume to info@portcredit.com no later than May 12, 2025.