

JOB TITLE

Industrial Concierge

JOB LOCATION

The Vancouver Economic Commission, 401 W. Georgia Street, Vancouver

HOURS & WAGES

30-35 hours / week; one year contract; \$22-28/hour, commensurate with experience

ABOUT THE VANCOUVER ECONOMIC COMMISSION

The Vancouver Economic Commission (VEC) is the economic development agency of the City of Vancouver, dedicated to supporting innovative, creative and sustainable business in Vancouver. More specifically, the VEC

- Conducts unique research on key business sectors, clusters, and challenges in the city and the region;
- Develops and implements projects and programs to support entrepreneurship, business transformation, and the commercialization and scaling up of Vancouver products and services; and
- Crafts and shares Vancouver's economic narratives both locally and abroad.

This position is contributing to the VEC's efforts to transform central industrial areas into engines of innovation and sustainability for Vancouver. In particular, the VEC is helping address

- industrial space affordability,
- barriers to innovation for industrial small and mid-size businesses,
- a lack of connectivity and amenities in industrial districts, and
- adapting to a changing environmental and social landscape

JOB DESCRIPTION

The Industrial Concierge role is designed to activate underutilized industrial spaces by simplifying and facilitating industrial colocation.

The Industrial Concierge will be responsible for:

- Identifying underutilized industrial spaces
- Working with industrial businesses to navigate the colocation process, including partnership agreements, leasing terms, permitting & licensing
- Working with the City of Vancouver Building Services team to simplify the process of industrial colocation and communicate it effectively to the business community
- Supporting ongoing Industrial Insights research and communications efforts

Activities will include:

- Conducting community engagement and outreach with industrial landowners, developers, and brokers
- Facilitating business surveys and interviews to better understand the specific needs of industrial startups and collectives that are actively seeking space
- Convening groups of businesses and other industrial stakeholders to identify colocation opportunities
- Mapping underutilized industrial spaces, along with ownership information and other relevant data
- Developing tool kits for navigating colocation permitting, licensing, and space-sharing processes

- Helping develop financing and funding models for retrofitting underutilized spaces
- Engaging service providers to navigate technical colocation challenges, including utilities, infrastructure, transportation, security and IT
- Reporting on colocation successes, challenges, and barriers

QUALIFICATIONS

We are looking for a resourceful, self-motivated, and reliable candidate with an entrepreneurial attitude.

Qualifications include:

- Excellent time management & organizational skills—must be a self-starter
- Excellent communication skills, both verbal and written
- Industry experience is an asset, including experience in project management, real estate finance, partnership development and/or community engagement
- Research, mapping, and data analysis experience is an asset
- Ability to work independently and within a team environment
- Must have post-secondary education related to real estate, project management, business or finance

HOW TO APPLY

Please apply by submitting a resume and cover letter to Jamie at info@vancouvereconomic.com by January 1st, 2018 with **Industrial Concierge Application** in the subject line.