

Research & Data Specialist

Envision Saint John is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. We are governed by an independent Board of Directors and actively supported by the municipalities that are our key funding partners - Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins, and the Fundy Rural District.

Envision Saint John is a convener, bringing together diverse stakeholders to develop a shared economic vision. We function as an economic intelligence hub, gathering and interpreting economic data that informs strategic decision-making. We work as an innovation accelerator, creating platforms and support mechanisms that help businesses and entrepreneurs start up and scale up. We are storytellers, crafting compelling narratives that attract visitors and new residents and reveal the region's economic potential to local, provincial, national, and international audiences.

The Opportunity

As Research & Data Specialist, you will report to the Director of Data Services & Project Management and serve as Envision Saint John's internal resource for regional economic, tourism, and organizational performance information by sourcing, organizing, interpreting, and communicating reliable data and research. Working across the agency, you will monitor emerging trends, ask thoughtful questions, and support colleagues in understanding the implications of new information. You will lead research initiatives that support the four pillars of the Agency's strategic plan: Growth Readiness; Talent Attraction and Retention; Business Attraction, Retention and Expansion; and Visitor Attraction.

What you will do:

- Monitor economic, demographic, tourism, and organizational performance indicators, identify emerging trends, and support the development of evidence-based narratives and public reporting.
- Support and advise research design, data limitations, methodological considerations, and interpretation of statistical information for research initiatives across disciplines such as real estate, industrial development, population growth, workforce development, business growth, and tourism.
- Implement Envision Saint John's internal measurement framework.
- Oversee Envision Saint John's CRM, including reporting optimization and providing guidance on CRM processes and data standards.
- Develop efficient processes and automation opportunities to improve data collection, preparation, reporting, and dashboard maintenance.
- Support the production of the annual State of the Economy report and quarterly insights.
- Respond to ad hoc information requests from internal staff and external partners.

- Leverage data visualization techniques and effectively communicate quality data internally and externally.
- Other administrative and research supports as assigned.

Your qualifications:

- 3-5 years of experience in research, economic development, or a related field.
- Post-secondary degree in a related discipline.
- Demonstrated ability to synthesize information from multiple sources, identify trends and anomalies, and communicate findings to diverse audiences.
- Demonstrated experience working with Statistics Canada datasets and products.
- Demonstrated proficiency in Microsoft Excel, including the use of pivot tables, VLOOKUP/XLOOKUP, and advanced formulas for data cleaning, transformation, analysis and reporting.
- Experience with data visualization tools such as Power BI, Tableau or similar.
- Experience with Customer Relationship Management systems or similar to support business processes and performance measurement.
- Demonstrated ability to manage recurring deadlines, respond to changing information needs, and prioritize competing requests.
- Experience with SQL, Python, GIS, or other analytics tools is considered an asset.

Why Envision Saint John?

- **A Culture of Inclusivity:** We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- **Empowerment and Autonomy:** We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.
- **Collaboration at Its Best:** You'll be part of a collaborative ecosystem that encourages open communication and cross-functional collaboration. Together, we create a supportive network that helps each other succeed.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance. Our flexible work arrangements and generous time-off policies enable you to achieve harmony between your personal and professional life.
- **A Welcoming Workspace:** Our modern, state-of-the-art office is designed to inspire creativity and productivity. Comfortable breakout areas, well-equipped facilities, and a fun-filled ambiance make it a second home for our employees. Our office is centrally located in beautiful uptown Saint John, New Brunswick, with sweeping views of the region.

Benefits:

Annual Salary: \$69,788 - \$73,643

- Health and wellness programs
- Regular team-building activities and social events
- Opportunities for professional development

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Office Coordinator

Email: recruit@envisionsaintjohn.com

Deadline to apply:

Nov. 5th, 2026, 5:00PM

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.