

**Position Title: Business Development Intern**

**Location:** Thunder Bay, ON

**Term:** May 2026 – May 2027 (12 months)

**Employer:** Thunder Bay Port Authority (Port of Thunder Bay)

**For the Workforce Development Stream.**

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

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**ABOUT THE PORT OF THUNDER BAY**

Thunder Bay Port Authority is a federal port authority established under the Canada Marine Act (1999). TBPA is responsible for managing federal port lands and assets, supporting safe and efficient navigation, facilitating marine commerce, and maintaining port infrastructure in a manner that supports economic activity and the public interest.

Operating as Port of Thunder Bay, the organization owns and operates Keefer Terminal, a multi-user warehousing and general marine cargo import facility serving domestic and international markets. Through its marine, infrastructure, and property operations, the Port of Thunder Bay plays a critical role in national supply chains, serving as a gateway between Western Canada and global markets. The port facilitates the export of Western Canadian commodities and the import of international cargo and infrastructure supporting domestic industries, while also providing significant employment and economic benefits to the local community.

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**POSITION SUMMARY**

The Business Development Intern will support and contribute to strategic and operational initiatives related to land and terminal asset management at the Port of Thunder Bay. This role will focus on developing a comprehensive, structured inventory of the Port's property holdings and lease portfolio, while contributing to broader business development activities.

This position offers a unique opportunity to work on a high-impact, portfolio-wide project that will directly inform how the Port manages, tracks, and utilizes its land and infrastructure assets. The intern will also support administrative efforts across the organization, gaining exposure to a wide range of functions while receiving mentorship from staff across multiple areas of the Port, supporting both professional development and a well-rounded understanding of the organization.

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**KEY RESPONSIBILITIES**

**Property & Lease Portfolio Development (Primary Project)**

- Develop a centralized and organized inventory of Port-owned lands and facilities, including key attributes such as location, size, services, and current usage



- Compile and standardize lease documentation across the organization
- Design, develop, and maintain a tracking system for leases, including key dates, renewal terms, escalation clauses, and rate adjustments
- Monitor lease timelines and proactively identify upcoming expirations, renewals, and rate changes
- Assist in the development and drafting of lease agreements and supporting documentation
- Support the development of a consistent framework or methodology for lease pricing and rate-setting
- Work with internal teams and external partners (e.g., contractors, consultants, realtors, and service providers) to gather and compile relevant property and lease information

#### **Mapping & Asset Visualization**

- Assist in the development of clear, user-friendly maps and visual tools illustrating available and leased lands and terminal space
- Support the creation of layered mapping or similar systems to clearly distinguish property availability, lease status, and key features
- Contribute to the development of a comprehensive internal reference package outlining Port land holdings, enabling quick identification of suitable options for prospective users

#### **Business Development & Administrative Support (Cross-Functional Exposure)**

- Support business development inquiries by gathering relevant property and lease information, identifying suitable sites, and preparing information packages to inform responses to prospective clients
- Assist with data collection and reporting related to port activity
- Support communications and marketing initiatives, including preparation of materials, basic graphics, and social media content
- Contribute to cross-departmental projects and initiatives as needed

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#### **QUALIFICATIONS**

- Recent graduate (within the last three years) of a post-secondary program in business, commerce, economics, planning, law, or a related field
- Available to work full-time for the duration of the internship term
- Highly organized with strong attention to detail, particularly in managing structured data and documentation
- Demonstrated ability to take initiative and work independently on a large, multi-phase project while incorporating input from team members
- Ability to develop, implement, and maintain systems or processes using sound judgment and logical structure
- Strong proficiency with spreadsheets and data tracking tools (e.g., Excel)
- Interest in real estate, infrastructure, logistics, or economic development is considered an asset
- Strong written and verbal communication skills

### ELIGIBILITY REQUIREMENTS

Applicants must meet the eligibility criteria for the Northern Ontario Heritage Fund Corporation (NOHFC) Internship Program, including:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
  - Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
  - Candidate must be 18 years of age or older.
  - Candidate must be legally eligible to work in Canada.
  - Once hired, the candidate must reside in the Northern Ontario community in which they are employed.
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### WORK SCHEDULE

- Full-time (35 hours per week)
  - Monday to Friday, 8:30 a.m. – 4:30 p.m.
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### COMPENSATION

- Hourly wage: \$20–\$24 per hour, based on qualifications and experience
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### WHAT WE OFFER

- Hands-on experience in business development, land and asset management, and port operations
  - Opportunity to lead and deliver a meaningful, portfolio-wide project
  - Cross-functional exposure across the organization
  - Experience working with internal teams and external stakeholders
  - Insight into marine transportation, infrastructure, and regional economic development
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### HOW TO APPLY

Please submit your resume and cover letter to [tbport@tbport.on.ca](mailto:tbport@tbport.on.ca)

**Application Deadline:** April 15, 2026