

TOWN OF SPANISH POSITION DESCRIPTION

1. POSITION TITLE:

Economic Development Intern (1-year contracted position)

2. REPORTING RELATIONSHIP:

Reports to the CAO/Clerk-Treasurer

3. SCOPE OF POSITION/SUMMARY OF DUTIES:

The EDI must have the ability to make good strategic decisions; demonstrate strong civic and community pride; build relationships with economic development partners, the business community, area municipalities and First Nation communities. The EDI shall use their knowledge and expertise to help define the character and trajectory of economic growth by focusing on promoting the community and developing sustainable jobs matched to local employment needs and opportunities and increasing the municipal tax base. The EDI shall support the Town's profile as a community of opportunity by welcoming new business opportunities; building on local assets, resources, culture and innovation.

4. ROLE AND RESPONSIBILITIES:

- Research potential growth strategies for Spanish that support our goals and communicate the results of that research
- Support and promote Spanish's brand through the development of promotional material
- Support the development of tourism opportunities which advance Spanish as a tourism destination
- Develop and/or assist other staff with grant proposals, funding opportunities and related mandatory reporting
- pursue funding opportunities for economic development activities and events and/or tourism activities and events
- Report to council on activities and project progress
- Provide support to the planning and economic development committee including:
 - attend meetings and recording proceedings
 - bring ideas forward to Council for discussion/approval; and
 - perform follow-up work as directed at meetings, including: research, plan/report preparation; meetings with interested parties
- Assist the Spanish Recreation Committee with recreational event and facility promotion
- Respond to inquires associated with tourism and economic development
- Represent the Municipality at meetings within and outside the community relating to economic development, recreation and/or tourism

5. Qualifications:

- Community College Diploma or University Degree in Commerce, Political Science, General Arts, Bachelor of Arts, Communications, Public Administration is an asset.
- Municipal experience is considered an asset;
- Proficient in the use of Microsoft Office software applications is required;
- Valid Ontario G licence.

Working hours are 35 hours per week @ \$20.00/hour. There is a possibility of a contract extension based on training and performance. Annual salary is \$35,000.00

In order to be eligible to apply for this position, candidates must meet the following conditions of employment:

Candidate Criteria

- 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.