



Community Development Officer Intern Position

1 year contract position

Corporation of the Township of Red Rock

Job Description: The specific duties and key responsibilities of the intern will be to:

- update business directory, event directory, Township website, and tourism materials
- assist local community groups and businesses with grant applications.
- update and distribute community profile information, electronic data for site sectors and business investors as well as updating information on local labour market and employers.
- develop a diversification strategy and deliver training programs for staff and Council with regard to economic diversification
- work with municipal staff to update and report on Strategic economic development plans
- support and enhance community events as potential tourism opportunities.
- establish working relationships with the business community and local groups and deliver business retention and expansion strategies
- establish working relationships and partnerships with federal, provincial and regional agencies to assist in economic enhancements.
- must be will to achieve EDAC certification within 2 years (employer expense)
- manage Red Rock Interpretive Centre (seasonal)
- must have own vehicle

Note: This contract has the possibility of being extended to two years

Qualifications: University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study. Degree or diploma in Business Administration, Economics, Marketing, Public Administration, and Innovation Management would be considered an asset.

Application Deadline Date: 4:00 pm Friday October 19, 2018

Please mail applications to: Corporation of the Township of Red Rock
42 Salls St.
P.O. Box 447
Red Rock ON POT 2PO
Att: Nancy J. Gladun, CAO cao@shawbiz.ca