



ECONOMIC DEVELOPMENT INTERNSHIP

Full-Time Contract 18 Month Program

The Corporation of the Municipality of East Ferris is seeking applications for a full-time (18-month) position as an Economic Development Intern. Under the direction of the Director of Community Services, the key activities of the Economic Development Intern include the creation of an economic development and investment-focused marketing strategy, facilitating Provincial and Federal funding applications, developing partnerships with local and regional organizations and supporting not-for-profit organizations in East Ferris. This position will also develop business outreach material to assist in business retention and expansion. A fulsome job description is available at: eastferris.ca. The successful applicant will have the opportunity to complete the Year 1 Fundamentals of EcDev program through the University of Waterloo and EDAC (funded by this internship).

Who is eligible:

Unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post-secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding agreement, or other federal or provincial internship with pay for a period of six (6) months or more. Preference for this program is given to youth who reside in Northern Ontario.

The successful applicant will have:

- A university or college diploma and will have graduated within the last three (3) years from an accredited college or university. A Diploma or Degree in a related field such as Business Administration, Marketing, or Sport Tourism would be an asset.
- General knowledge of the cultural sector and tourism initiatives in the Municipality and Region.
- Knowledge of municipal government including municipal structure and policies and procedures.
- Experience with the development and promotion of marketing materials.
- Excellent analytical, time management, problem-solving and organizational skills.
- The ability to communicate effectively at a high level both verbally and in writing.
- Strong knowledge of Microsoft Office products including Word, Excel, Outlook and PowerPoint.
- Past Adobe Photoshop, InDesign or Illustrator experience (an asset).
- Class G Drivers License with acceptable driving history.

Salary:

This temporary full-time position is partially funded by FedNor's Northern Ontario Development Program. The hourly salary for this position is \$23.00. The Municipality offers a competitive benefits package and retirement plan.

Qualified applicants should submit a cover letter and detailed resume by **4:30 P.M. on Friday July 5th, 2024** to:

Human Resources, Municipality of East Ferris
25 Taillefer Road, Corbeil, ON P0H 1K0
E-mail: careers@eastferris.ca

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.