

Intern - Economic Development



Municipality of East Ferris

Task List

2024-06-19 15:38:59

Summary:	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.		
Location:	East Ferris	Group:	
Department:	-	Family:	
Scenario:	-	Reports To:	Director of Community Services
Job Id:	47	Last Update:	2024-06-12

Tasks:

Administration

1. Assists with Grant applications and grant reporting
2. Prepares reports and correspondence, compiles statistical information
3. Performs general office duties such as typing and proof reading documents, distributing or filing official forms, etc.
4. Participates in community outreach and trade shows.
5. Attends Committee and Council meetings as requested.
6. Assists department heads with administrative duties
7. Performs other duties as required.

Economic Development

8. Plans and implements approved economic development activities
9. Works in close collaboration with funding agencies and government ministries to remain abreast of any available opportunities for development and funding
10. Develops business outreach material to assist in retention and expansion.
11. Creates and maintains an economic development and investment-focused marketing strategy.
12. Develops partnerships with local and regional organizations.
13. Facilitates Business Spotlight program.

Skills and Knowledge

14. Basic research skills
15. Class "G" driver's license with the ability to use personal vehicle for work purposes
16. Post Secondary Diploma in a related course of study
17. Demonstrated ability in self management, personal accountability, customer focus, conceptual thinking, interpersonal skills, leadership, goal achievement, planning and organizing, team work and written and oral communication.
18. Excellent verbal, written (including report writing), presentation and related communication skills with the ability to explain complex issues to various stakeholders.
19. Experience in planning, administration and economic development is an asset.
20. Good computer skills with working knowledge in MS word, excel and powerpoint and all related departmental software programs.
21. Good time management skills and ability to prioritize.
22. Knowledge of municipal governance administration.
23. Thorough knowledge of provincial and municipal bylaws, regulations, statutes, codes and standards that apply to the range of services provided by the department.