

Economic Development Intern

Employer:	The Corporation of the Town of Spanish		
Posted:	3 months ago	Closing Date:	June 30, 2024
ES Job ID:	4409	Location:	Spanish
Sector(s):	Other	Duration:	Full Time , Temporary

Job Description:

The Corporation of the Town of Spanish is seeking an Economic Development Intern.

This is a 1-year contract position with the possibility of extension. Under the direction of the Chief Administrative Officer (CAO), the Economic Development Officer Intern is responsible for leading and delivering on the implementation of economic development plans, strategies, and initiative to support a resilient progressive's, and welcoming Municipality.

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 meeting and record proceedings
 - * bring ideas forward to Council for discussion/approval; and
 - * perform follow-up work as directed at meetings, including: Research, plan/report preparation; meeting with interested parties
- Assist the Spanish Recreation Committee with recreational even and facility promotion
- Respond to inquiries associated with tourism and economic development
- Represent the Municipality at meeting within and outside the community relation to economic development, recreation and/or tourism

Required Skills:

- Community College Diploma or University Degree in Commerce, Political Science, General Arts, Bachelor of Arts, Communication, Public Administration is an asset
- Proficient in the use of Microsoft Office software applications is required
- Valid Ontario G License

Requirements:

Eligibility: 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



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- Candidate must be 18 years of age or older
- Candidate must be legally eligible to work in Canada

How to Apply:

Full job description is available upon request

Email: pamlortie@townofspanish.com
(Please ensure that you include the job title in the subject line.)

Mail or in person:

The Town of Spanish
8 Trunk Road, Box 70
Spanish Ontario, P0P 2A0
Phone: 705-844-2300
Fax: 705-8442622

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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