



The Township of Oro-Medonte requires a ECONOMIC DEVELOPMENT COORDINATOR STUDENT

The Township of Oro-Medonte is currently accepting applications for an Economic Development Coordinator Student.

The Economic Development Coordinator Student will be working with Township staff to implement the Economic Development Strategy and Tourism Action Plan Recommendations.

Job responsibilities include:

- Connecting with local businesses and tourism organizations to develop relevant content to promote the Township and its businesses
- Updating business listings
- Creating various types of communication materials, database development and other documents where needed
- Participating in photo and video content development and creation of promotional materials using Canva
- Performing other economic development activities/duties as required

The ideal applicant must have some previous experience working directly with businesses and with a wide variety of people. The successful applicant must have a valid G driver's license with appropriate insurance and access to a reliable vehicle, to visit businesses and events. This position requires a positive upbeat personality, strong organizational and communication skills including understanding social media platforms, story writing and photo and video editing. The position will require independent/remote work and an adaptable schedule to work flexible hours as required.

Employment will commence on approximately the first week of May and continue to Labour Day weekend. The Economic Development Coordinator Student will be paid at a rate of \$18.50 per hour.

Please address your resume to the attention of **Human Resources** and submit by **March 29, 2023 at 4:30 p.m.** to:

Township of Oro-Medonte
148 Line 7 South, Oro-Medonte, ON L0L 2E0
Phone (705) 487-2171 Email: careers@oro-medonte.ca

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.