



THE CORPORATION OF THE MUNICIPALITY OF OLIVER PAIPOONGE

EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT INTERN

The Municipality of Oliver Paipoonge is seeking applications for a full-time temporary position for an Economic Development Intern. Reporting to the CAO, the Intern will be responsible for performing and coordinating economic development activities of and within the Municipality.

Located in Northwestern Ontario, the Municipality of Oliver Paipoonge is a full service rural community with a population of approximately 6,000 bordering the City of Thunder Bay. Agriculture, forest industries and tourism are key sectors in the local economy. The Municipality has ready access to all major transportation routes.

Job Duties:

As directed by the CAO the Intern will undertake activities, tasks and projects sanctioned by the Municipality's Economic Development Committee (EDC) and the Board of the Oliver Agricultural Society (OAS). The EDC and OAS have partnered to create this job opportunity and the intern will therefore work for both bodies. Specific work items for the EDC include overhauling the economic development content on the municipal website, creating an electronic business directory, updating key welcome and tourism signage and performing various action items in the Municipality's strategic economic plan. Specific work items for the OAS include grant writing for OAS needs, developing a sponsorship package for events, handling event marketing and advertising, managing social media for events and other items identified by the OAS Board.

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. Candidates must be legally entitled to work in Canada.

Candidates must have reliable transportation. Some evening and weekend work required.

Start Date, Wage and Term:

This position will be 35 hours per week commencing on or about May 23, 2017. The position will earn \$19.25 per hour (under review). The employment term will be for one year, but a one year extension is possible.

All applications will be submitted in confidence by **Tuesday, April 25, 2017** to:

Wayne Hanchard, CAO/Clerk
Municipality of Oliver Paipoonge
3250 Highway 130
Rosslyn, ON P0T 2G0
Email: wayne.hanchard@oliverpaipoonge.on.ca

The Municipality of Oliver Paipoonge is an equal opportunity employer. Reasonable accommodations are available upon request for all parts of the recruitment process.

Only candidates selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.