

# THE CORPORATION OF THE TOWN OF COCHRANE

## JOB DESCRIPTION

- Job Title:** Economic Development Coordinator (Internship)
- Department:** Administration
- Hours of Work:** This is a temporary full-time position. There will be mostly daytime work with some evening/weekend hours.
- Salary:** As per established Internship Program – 2 year contract.
- Immediate Supervisor:** CAO/Economic Development Manager
- Job Summary:** The intern will be responsible for the coordination of Economic Development activities generated through the Office of the CAO/EcDev Manager and reporting to the Economic Development Board
- Probationary Period:** Two (2) Months

### **Special Consideration:**

Position demands the ability to interact effectively with agencies and the public, including but not limited to media, government, and user groups.

### **Essential Duties and Responsibilities:**

- Performs various administrative services to maintain the EcDev Office. This includes daily contact with the public, funding agencies, businesses, etc.
- Implements EcDev activities generated through the EcDev Board and the CAO/EcDev Manager
- Coordinates EcDev Board meetings, takes minutes and maintains files and records
- Uses excellent computer skills, interpersonal skills, good oral and written communication skills.
- Develop effective organizational skills, communications, marketing, asset coordination, time management, clerical skills and event coordination.
- Assists with grant writing and funding applications
- Follows the priorities established through the Board and CAO/EcDev Manager and implements policies and procedures derived from the Strategic Plan and similar directives.

- Assists with Tourism promotion, tourism product development, and tourism initiatives
- Coordinates RCCIM economic impact model to assess community economic impacts
- Conducts surveys and reviews market opportunities
- Represents the community /CAO/EcDev Manager at various meetings, tradeshow or other events as required.
- Develops and maintains promotional materials including websites and social media

### **Qualifications and Skills:**

- General Bachelor of Arts, College Diploma in Business Management/Marketing, interest and aptitude for Economic Development Council of Ontario training programs
- Must have a valid class “G” Driver’s License.
- Training in WHMIS, First Aid, CPR, or related courses is an asset.
- Ability to communicate effectively in both official languages, French and English, is an asset
- Personal suitability and satisfactory physical condition.
- Ability to be flexible, work independently and in a team environment.
- Ability to perform light manual labour, including bending, stooping, and reaching.
- Ability to establish and maintain cooperative relationships with other staff and project participants.