



ECONOMIC DEVELOPMENT INTERN JOB DESCRIPTION

Position Overview:

The Economic Development Intern (EDI) is a highly visible individual who reports directly to the Chief Administrative Officer to promote the quality of life benefits of the Township of Manitouwadge in the following sectors:

- Forestry
- Health Care
- Housing
- Mining
- Tourism

The EDI must have the ability to make good strategic decisions; demonstrate strong civic and community pride; build relationships with economic development partners, the business community, area municipalities and First Nation communities. The EDI shall use their knowledge and expertise to help define the character and trajectory of economic growth by focusing on promoting the community and developing sustainable jobs matched to local employment needs and opportunities and increasing the municipal tax base. The EDI shall support the Township’s profile as a community of opportunity by welcoming new business opportunities; building on local assets, resources, culture and innovation.

Key Responsibilities:

Responsibility:	Main Activities:
Economic Development:	<ul style="list-style-type: none"> • Reporting directly to the CAO, provide coordination and oversight for the implementation of the various Economic Development projects and activities which are contained in the 2021 – 2025 Municipal Strategic Plan. • Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities. • Assist in identifying and making applications for funding for economic development activities and programs. • Liaise with the Manitouwadge Economic Development Corporation on partnership opportunities.
Business Development:	<ul style="list-style-type: none"> • Develop and manage programs and services to benefit the business community. • Act as primary contact for business and investor inquiries and act as liaison with the local business community and industries. • Promote local opportunities, identify valuable commercial and industrial lands, assist businesses and investor prospects to view these properties.

Promotion, Marketing and Provision of Information:	<ul style="list-style-type: none"> • Identify and develop a variety of promotional and marketing tools and community building events to attract new businesses and new residents to the Community. • Develop resources to support, implement, and monitor effective marketing strategies.
Planning and Technical Support:	<ul style="list-style-type: none"> • Conduct research, analysis, planning, and evaluation for the Township
Liaison, Relationships and Partnerships:	<ul style="list-style-type: none"> • Regularly attend Council meetings and other committee meetings as required. • Maintain an awareness and working knowledge of regional, provincial and federal economic planning programs and activities. • Develop and maintain active contact with other economic development organizations, and government agencies to remain current on available programs and services to ensure that the Community's interests are served. • Attend and facilitate public meetings to provide information and updates to residents and stakeholders. • Develop a strong working relationship with Council members and municipal staff in order to maximize economic development benefit to the Township. • Facilitate partnerships between businesses, government, financial, and education institutions and the community.

Key Competencies:

The Intern must have education or knowledge in the following areas:

- Economic development theories and practices.
- Business planning and business expansion/marketing strategies.
- Financial management and analysis.
- Local, regional and provincial economic potential and opportunities.
- Building strategic partnerships and facilitating the development of collaborative relationships.
- Understanding of principles and trends within the economic development industry.
- Understanding of relevant municipal legislation, policies and procedures.
- Understanding of the local economic, cultural, and political environment.

The Intern must have, or be willing to obtain, the following skills:

- Ability to develop and analyze business plans.
- Ability to identify and promote community economic development projects and initiatives.
- Ability to prepare research and prepare statistical reports to committees, Council, and the community.
- High level of proficiency with computer programs including word, power point, website development, and accounting and database programs.
- Ability to work effectively with stakeholder groups, business owners, executives, and elected officials.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze, and resolve issues.

- Possess a strong sense of personal integrity and uphold ethical practices.
- Effective negotiation and mediation skills.
- Mental health awareness and time management skills.

Education and Experience:

- College or University degree in General Arts, Bachelor of Arts, Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD);
- Economic development certificate is an asset;
- Working experience in Economic Development, marketing, and public relations;
- Preference will be given to applicants with working experience in municipal government;
and
- A Class G Driver's License valid in the Province of Ontario.

Working Conditions / Job Environment :

Work is generally conducted in an office environment with occasional travel off-site and out of town as needed for attendance at meetings and events. The Intern may be required to work outside regular business hours. There is a risk of occasional exposure to negative social media and a need for mental health awareness and resilience skills.