
Economic Development Intern Position One Year Contract with Possibility of Extension

The Township of Manitouwadge is located in the heart of the Boreal forest with the Canadian Shield as our backdrop. Located in Northern Ontario, halfway between Sault Ste. Marie and Thunder Bay, the community is a location for year-round outdoor adventure. Our full-service community is seeking a dynamic individual to support economic development efforts to achieve the Township's vision to be a trusting, secure, affordable, healthy and spirited community of opportunity. As such, the Township is keen to recruit a passionate and community-minded **Economic Development Intern (EDI)** to help achieve this vision.

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, tourism, culture and innovation.

Under the general guidance and direction of the Chief Administrative Officer, the Intern is responsible for the following:

- Research and understand economic development theories and practices.
- Develop business planning and business expansion/marketing strategies.
- Undertake financial management and analysis.
- Proactively seek out local, regional and provincial economic potential and opportunities.
- Build strategic partnerships and facilitate the development of collaborative relationships with local, regional and provincial economic development organizations.
- Understand of the 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.

Qualifications:

- Community College Diploma or University Degree in Commerce, Political Science, General Arts, Bachelor of Arts, Communications, Public Administration.
- Municipal experience is considered an asset;
- Proficient in the use of Microsoft Office software applications is required;
- Valid Ontario class G license.

In order to be eligible to apply for this position, candidates must meet the following conditions of employment:

- A new entrant into the workforce, transitioning to a new career, unemployed or underemployed and entering a new field.
- Must not have previously participated in an NOHFC funded internship in the 2020 Mandate.
- Must be 18 years of age or older.
- Must be legally eligible to work in Canada.
- Must reside in Manitouwadge or be willing to relocate to Manitouwadge for employment.

Hours of Work: 35 hours per week.

Rate of Pay: \$58,331 to \$77,786 per year, dependent on experience.

Applications are being accepted until **2:00 pm on Friday, March 22, 2024**. Resumes submitted electronically will only be accepted in Word or PDF formats. Please email your cover letter and resume, detailing interest, education and qualifications to:

Mail: Florence MacLean, CAO
Township of Manitouwadge
1 Mississauga Drive
Manitouwadge, ON P0T 2C0

e-mail: cao@manitouwadge.ca

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the **Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA)** throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.