



Special Projects Coordinator

Full-Time, Contract

\$35,000 per annum

Nipigon, ON

Job Description

The Special Projects Coordinator will be responsible for the development, organization, implementation, and reporting on initiatives specific to Economic and Community Development. These initiatives include: tourism product development; special events; annual events; immigration strategy; investment attraction strategy; marketing and promotion; and other duties all under the direction of the Economic Development Officer. The intern will learn how to secure private and government funding, to engage community members, to recruit and coordinate volunteers, and to assist in planning major events. The intern will also learn how to develop strategies and create products to attract and retain tourists to the region, furthering the development of the local economy.

Qualifications and Requirements

Applicants must have obtained a post-secondary degree or diploma **within the past three (3) years** in Economic Development, Business, Tourism, Marketing, or a related field. This must be the first full-time employment in the applicant's field of study. This will be the applicant's first internship. Knowledge of computers and software such as Microsoft Office Suite, Photoshop Suite, and Publisher is an asset. Special training or fluency in social network (Instagram, Facebook, Twitter) and experience in event and program planning are assets. Must have strong oral and written communication skills. Applicants must possess a valid driver's licence and be available evenings and weekends as required.

This is a one (1) year, non-union internship commencing immediately, with the possibility of a second year extension. Please forward resume and cover letter to cdo@nipigon.net addressed to the attention of Suzanne Kukko, Community Development Officer. **Deadline to apply is Friday, September 13th, 2019 by 4:00 pm.**

This opportunity is proudly supported by:



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