

Job Description
Economic Development Department
Town of Ingersoll
Summer Student 2010

Job Title – EDO Summer Student

Organization: The Corporation of the Town of Ingersoll

Address: 130 Oxford Street, Ingersoll, Ontario N5C 2V5

Reporting Relationship:

Reports to: Economic Development Director and the Economic Development & Community Liaison

Supervises: N/A

Liases with: Town of Ingersoll staff, BIA members, commercial/industry officials and general public

Location: Ingersoll, Ontario

Probationary Period: N/A

Terms: 35 hours per week (some evenings and weekends, in lieu will be provided)

Wage: \$14.00 per hour

Starting: May 3 to August 31, 2010

Position Summary:

To provide assistance to the Economic Development Department. This will include research and development in a variety of projects which include but are not limited to the CIP (Section 28 of the Planning Act), the Ingersoll BIA, tourism, marketing, promotion, branding and information gathering on a number of topics as requested. Also helping to organize, set-up and run a number of events and festivals throughout the summer.

Qualifications:

- Must be a registered full-time post-secondary student returning to school in the fall
- A Canadian citizen, permanent resident or been granted refugee status in Canada
- Legally entitled to work in Canada
- Between the ages of 15 and 30 as of May 3, 2010
- Not have another full-time job (over 30 hours a week)
- Superior English skills, both written and oral
- Accurate and detail-oriented with a high level of initiative
- Excellent team, interpersonal and communication skills
- Excellent computer skills including layout, design and data management
- Valid driver's license

Working Conditions:

- Typically 35 hours per week, 5 days a per week from 8:30 a.m. to 4:30 p.m. with some flexibility
- Occasional evening and weekend work required
- Collegial, supportive atmosphere in small community-based office
- Living expenses not included

Qualified candidates are invited to direct their cover letter and resume to:

Rebecca Breedon

Economic Development & Community Liaison

Town of Ingersoll
Email: rbreedon@ingersoll.ca
Fax: 519-485-3543

Cover letters and resumes will be accepted until April 2, 2010 until 11:59 p.m. Any resumes and cover letters received after this date and time will not be considered for the position.

We thank each applicant for taking the time and effort to submit your cover letter and resume, however, only candidates to be interviewed will be contacted.