



## **EMPLOYMENT OPPORTUNITY**

### **Economic Development & Tourism Administrative Assistant (Temporary, Full-Time, Up to 6 months)**

#### **About Middlesex County**

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

#### **Working at Middlesex County**

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters innovation and leadership.

#### **Position Overview**

Reporting to the Director of Economic Development, the Economic Development and Tourism Administrative Assistant's primary focus is to support the administrative functions of the Economic Development Department.

This is a temporary, full-time unionized position within our CUPE 101.5 bargaining unit for up to six months.

#### **Responsibilities**

- Serves as the first point of contact for the Economic Development Department by answering telephones, email and counter inquiries and provides assistance of a routine nature. Directs any requests or inquiries to the Director of Economic Development or other staff members, as required.
- Provides routine administrative and clerical support to the Economic Development Department, including maintaining supply inventory, conference/seminar registration, travel accommodation/arrangements, document tracking, expense reports and maintaining contact lists.
- Schedules meetings, draft agendas and takes minutes as required.
- Assists in the development and/or revises various informational documents, memorandums, presentations and reports.
- Assists in collecting, compiling and analyzing data for use in economic development initiatives.

- Assists with the design and production of graphic content including advertisements, displays, promotions, videography and photographs as directed.
- Attends tradeshow; organizes and attends special events and tours as directed.
- Assists with the implementation of marketing plans and media relations strategies by assisting with the creation of web and social media content, and graphic design for promotions to engage audiences.
- Assists the department in seeking grant funding; tracks and monitors project milestones; assists with carrying out project milestones, as directed, in accordance with the funding agreements.
- Maintains positive relationships with all County stakeholders.
- Performs other related duties as required.

### **Qualifications**

- 2-year post-secondary diploma in Office or Business Administration, Hospitality and Tourism, Public Relations & Communications, Marketing, or closely related program of study
- 1 to 2 years' experience as an Administrative Assistant in economic development or a similar role
- Valid driver's licence and access to a personal vehicle on a daily basis

Additional details and a full job description are available at [www.middlesex.ca](http://www.middlesex.ca).

### **Location**

The position will work at the Komoka Wellness Centre located at 1 Tunks Lane, Komoka, Ontario.

### **What We Offer**

- Competitive compensation: the pay rate for this position is \$24.40 to \$27.46 per hour for 35 hours per week plus 13% in lieu of benefits and 4% vacation pay
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Flexible work opportunities
- Ongoing training and development

### **How to Apply**

If you are interested in this opportunity, please submit your cover letter and resume to **Rebecca Zeldon, Human Resources and Employee Wellness Advisor**, by email at [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m. on Friday, November 17, 2023**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

**Accommodations**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

**Additional Information**

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.