



EMPLOYMENT OPPORTUNITY

Economic Development & Tourism Intern (Contract for 16 weeks)

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.

Position Overview

Reporting to the Director of Economic Development, the Economic Development & Tourism Intern will perform a variety of support functions focused on economic and tourism development including duties such as community engagement, marketing and promotion, event coordination, communications, research, report and creative writing.

This internship in the Economic Development Department of Middlesex County is established to provide practical work experience to a post-secondary student or graduate who demonstrates interest in studying and working in the field of Economic Development. It is the County's intention to provide an opportunity for educational and practical experience and receive assistance with important projects over the duration of the internship.

To be eligible to apply for this position, the candidate must be:

- between 15 and 30 years of age at the start of the employment;
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

This internship is 21 hours per week, commencing May 13, 2024 for a total of 16 weeks. This position will work out of our satellite office at 1 Tunks Lane, Komoka, ON.

Primary Responsibilities

- Assist in collecting, compiling and analyzing data for use in economic development initiatives
- Assist department staff in data analysis using existing research
- Prepare graphic displays, promotions, and photographs
- Assist in the development and/or revise various informational documents, memorandums and reports
- Attend events, tradeshow and assist in developing and delivering presentations to various audiences
- Assist in the development of media relations strategies and direct social media and other promotions to engage local and regional tourism audiences
- Stay informed on industry trends relevant to Economic Development and Tourism, and provide insightful project and communication recommendations, as required
- Plan and organize meetings, events and projects as assigned
- Perform clerical and all related duties as assigned

Qualifications

- Currently enrolled in, or a graduate of, Business Administration, Hospitality and Tourism, Public Relations, Communications, Marketing, or a closely related program of study
- Knowledge of marketing, communications, electronic media and common business software applications
- Proficient in creative and business writing including the ability to produce social media and publications
- Excellent interpersonal skills with the ability to utilize tact and diplomacy
- Ability to communicate effectively both orally and in writing, and build effective working relationships with others
- Proven experience with data collection, interpretation, and compilation methods
- Ability to operate a computer and other office equipment
- A valid driver's licence and access to a reliable vehicle as required to attend, meetings, events or otherwise

What We Offer

- Competitive compensation: the pay rate for this position is \$21.24 per hour for 21 hours per week plus 4% vacation pay
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- 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 Advisor**, by email at hr@middlesex.ca by **4:30 p.m.** on **April 22, 2024**.

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.