

ECONOMIC DEVELOPMENT INTERN (Summer Student)

Employment Status:	Temporary full-time contract for 12 weeks
Compensation Range:	\$23.72 per hour + 4% vacation pay
Location:	1 Tunks Lane, Komoka, ON

POSITION OVERVIEW

Reporting to the Director of Economic Development and Tourism, the Economic Development Intern performs a variety of support functions focused on economic development, including duties such as community partner engagement, marketing and promotion, event coordination, communications, research, reporting, and writing.

This internship is established through the Canada Summer Jobs Program 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,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

This internship is 35 hours per week, commencing June 2, 2025, for a total of 12 weeks.

QUALIFICATIONS

- Currently enrolled in, or a recent graduate of, Business Administration, Public Administration, Economic Development or a closely related program of study.
- Proficiency in business, communications, electronic media, and common business software applications.
- Excellent skills in creative and professional writing, with a solid understanding of grammar, spelling, punctuation, and vocabulary.
- Capacity to establish and maintain positive, collaborative working relationships with others.
- Experience in planning, organizing, and coordinating meetings, events, and projects.
- Excellent organizational skills with the ability to meet deadlines and manage multiple priorities.
- A valid driver's licence and access to a vehicle to travel as required to fulfill job responsibilities.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by **4:30 p.m. on April 30, 2025**.

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.

WHAT WE OFFER

- Employee Recognition Events
- Professional Development
- OMERS Pension Plan (option to participate)
- Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

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.



COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE: Economic Development Intern
DEPARTMENT: Economic Development and Tourism
REPORTS TO: Director of Economic Development and Tourism
EFFECTIVE DATE: March 2025 **POSITIONS SUPERVISED:** N/A

POSITION SUMMARY:

Reporting to the Director of Economic Development and Tourism, the Economic Development Intern performs a variety of support functions focused on economic development, including duties such as community partner engagement, marketing and promotion, event coordination, communications, research, reporting, and writing.

PRIMARY JOB DUTIES & RESPONSIBILITIES:

- Assist in collecting, compiling and analyzing data for use in economic development initiatives.
- Assist department staff in data analysis using existing research.
- Contact, meet with, and correspond effectively with local businesses across multiple sectors including small business, manufacturing and agriculture.
- Develop and/or revise various informational documents, memorandums and reports.
- Attend events, tradeshow and assist in developing and delivering presentations.
- Develop media relations strategies and direct social media and other promotions to engage existing and new business investors.
- Maintain a keen understanding of industry trends affecting community partners and make appropriate project and communications recommendations as warranted.
- Demonstrate dependable and punctual attendance, with flexibility to work evenings, weekends, and travel as needed.
- Perform clerical and other duties as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Currently enrolled in, or a recent graduate of, Business Administration, Public Administration, Economic Development or a closely related program of study.

Knowledge, Skills and Abilities

- Proficiency in business, communications, electronic media, and common business software applications.
- Excellent skills in creative and professional writing, with a solid understanding of grammar, spelling, punctuation, and vocabulary.
- Outstanding public relations and interpersonal abilities, demonstrating tact, patience, and professionalism.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures effectively.
- Effective verbal and written communication skills to convey information clearly and



professionally.

- Capacity to establish and maintain positive, collaborative working relationships with others.
- Experience in planning, organizing, and coordinating meetings, events, and projects.
- Competence in data collection, interpretation, and analysis to support informed decision-making.
- Excellent organizational skills with the ability to meet deadlines and manage multiple priorities.
- Ability to operate a computer and other standard office equipment to support daily tasks.

Other

- A valid driver's licence and access to a vehicle to travel as required to fulfil job responsibilities.

Working Conditions

- This internship is 35 hours per week, Monday to Friday, with regular hours between 8:30 a.m. and 4:30 p.m.; however, evening or weekend hours may be required to attend meetings, events, or tradeshow.