



## **Middlesex County Economic Development and Communications Assistant Part-time Temporary Contract (December 2017 - April 2018)**

Middlesex County is a growing upper tier municipality located in Southwestern Ontario. The County has a permanent resident population of just over 71,500.

The County is currently offering a unique opportunity to work in its department of Economic Development. The role of this position will be to assist with the implementation of the County's economic development strategies and to promote the message of the County to residents, visitors, businesses, investors, and communities throughout the Municipality.

### **Responsibilities will include but are not limited to:**

- Assisting with the facilitation and development of programs and services related to tourism and business retention and expansion within the community;
- Assisting with preparation of funding applications, research and communication in consultation with other municipal staff;
- Assisting with various promotional and marketing strategies and materials for the Municipality including social media, websites, brochures and media releases as required;
- Assisting with event planning, coordination and public relations at tradeshow and similar events;
- Providing administrative assistance to the Economic Development department.

### **Required Qualifications:**

- Completion of post secondary education related to communication, business administration, and or/marketing.
- Demonstrated experience in writing and editing content on websites and social media.
- Excellent administrative, editorial, proofreading and verbal communication skills.
- A valid driver's license and access to a personal vehicle for travel throughout the County.
- Strong organizational and time management skills in order to meet tight deadlines.
- Ability to work independently.

**Hourly Rate:** \$ 21.84 per hour plus 4% vacation pay; with regular hours being an average of 17.5 per week. Must be available for some evening and weekend hours as required.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 pm on November 15, 2017** to the Director of Economic Development at: [cfinn@middlesex.ca](mailto:cfinn@middlesex.ca)

Middlesex County is an equal opportunity employer which values diversity in the workplace. Please inform us if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of this posting. We thank all who apply but, only those individuals selected for an interview will be contacted.