



Position Title:	Communication and Administration Officer
Reports To:	General Manager
Position Status:	Full time, 37.5 hours per week, with annual contract
Location:	Neustadt, ON
Pay Method:	Starting salary based on \$50,000 annually

Position Summary

The Saugeen Economic Development Corporation (SEDC) is a private, non-profit organization whose mandate is to actively pursue and encourage the development, implementation and maintenance of local initiatives that promote community development, job creation and the growth of small businesses.

The Communication and Administration Officer's responsibility is to collaborate with a multitude of partners, businesses, contractors, affiliates, and service agencies to deliver successful initiatives that support our mission.

Duties and Responsibilities

Administration

1. Assists in administering events, training, marketing, and other economic development initiatives
2. Provide administrative support as required
3. Attend regular and special meetings of SEDC, or any of its subcommittees, provides reports of work completed and scheduled to be completed, and provides other information as requested by the committee.

Events

1. Ensures SEDC's core events, training, initiatives and promotions are coordinated, managed, and delivered efficiently and effectively.

Marketing / Communications

1. Assists with marketing strategies, including developing marketing partnerships.
2. Carries out promotional strategies for events, training, initiatives, and plans with internal and external partners using a variety of media (radio, print, social media, etc.)

3. Assists with the production, updating and availability of marketing tools (i.e., website, directories, resources, profiles, social media, print publications and materials, radio campaigns, various linkages, etc.)
4. Maintains effective relationships and represents SEDC in dealings with appropriate businesses, agencies, organizations, and committees.

Other

1. Performs additional duties and responsibilities as assigned.

Education, Skills and Experience

- Post-secondary diploma or equivalent experience in, Business Administration, or Marketing.
- Experience in a not-for-profit or municipal environment.
- Experience in community and business engagement, communications, and media relations.
- Expertise in developing digital content, graphic design and social media marketing.
- Experience with AI
- Word processing, presentation, and spreadsheet computer skills.
- The ability to foster a cooperative work environment and positive results with cross-functional stakeholders.
- Strong interpersonal and public relations skills required to work effectively with internal and external contacts and with the public
- Ability to work independently, meet deadlines, and function well under pressure.
- Valid Class 'G' Driver's License in good standing.

Physical Demands and Working Conditions

Work is typically performed in a standard office setting, though some travel is required. Physical and Virtual event coordination (including programming and/or set up and tear down) is regularly conducted includes lifting and hauling of heavy/awkward objects for physical events.

May be required to work unusual hours to manage and attend events and meetings, and to respond to business and community needs in a timely manner.

Qualified applicants are invited to submit a cover letter and resume via email by 4:00pm on March 25, 2024 to rose@sbdc.ca

SEDC is an equal opportunity employer. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.