

**Position Title:** Training, Communication and Project Administrator

**Reports To:** General Manager

**Position Status:** Full time, 37.5 hours per week, with annual contract

**Location:** Neustadt, ON

**Pay Method:**  Salary based on established hourly rate

**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 Training, Communication and Project Administrator’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. 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.
3. Attends training and communication meetings.
4. Monitors, evaluates and reports on the status of current programs and services and makes recommendations to improve effectiveness and efficiency.

Events / Training

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.

Financial Management

1. Assists with the development, implementation and monitoring of training, communications and projects budgets.
2. Seeks out and applies for grants that support SEDC’s initiatives. Manages grant applications and reporting, requests for quotes.
3. Seeks out, develops and implements new revenue sources.

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.
* 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.
* Provide proof of COVID-19 Vaccination.

**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 Wednesday, January 19, 2022 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.*