



### **Summer Student Employee**

Saugeen Economic Development Corporation - Neustadt, ON

Under the general direction of the General Manager, the **SUMMER STUDENT EMPLOYEE** is responsible to assist in the daily implementation of community related initiatives that promote economic development, job creation and a general improvement in the community's quality of life.

Community Economic Development Duties and Responsibilities:

- Assist the General Manager and Business Community Counsellor (BCC) in the implementation of SEDC project(s).
- Assist with day to day office responsibilities.
- Developing partnerships with all levels of governments, government agencies and with other organizations that can assist with the promotion and funding of community economic development in the Saugeen Region.
- Compile and maintain factual and detailed demographic information in order to promote/understand the SEDC coverage area.
- Identify areas in which the community could be served and/or better served by community committees. Having identified these opportunities, and received approval from the GM/BCC to pursue them, identify potential partners, co-ordinate meetings, handle all administrative tasks (agenda, minutes, telephone contact) as required and ensure that the objectives of these groups coincide with those of the community at large and are met through the performance of the committee(s).
- Attend relevant community functions i.e. Chambers of Commerce events, trade shows, AGMs, etc., as required.
- Along with the General Manager, create and make presentations to community groups as identified as a means of promoting the SEDC and/or SEDC relevant community projects.
- Assist Business Community Counsellor to co-ordinate meetings (prepare agendas, co-ordinate speakers, prepare handout materials, minutes )
- Perform such other related duties as may reasonably be required by the General Manager.

Application deadline: June 20<sup>th</sup>, 2019

Start date: July 2<sup>nd</sup>, 2019

Job Type: Contract

Salary: \$14.00 /hour

Send resume by email to: [jamie@sfdc.ca](mailto:jamie@sfdc.ca) or drop it off at the address below.

Jamie Doherty

Business Community Counsellor

Saugeen Economic Development Corporation

515 Mill Street - P.O. Box 177, Neustadt, Ontario N0G 2M0

Phone: 519-799-5750 ext 5 or 1-877-335-7332 (SEDC)

Fax: 519-799-5752