



**Corporation
of the
Town of
Latchford**

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Latchford, ON
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The Town of Latchford

ECONOMIC DEVELOPMENT INTERNSHIP

Regular Full-Time 18 Month Program

The Town of Latchford is seeking application for a full-time internship as an Economic Development Intern to facilitate, promote and ensure community and economic development in order to secure opportunities for economic and business development and increase local employment. This is a full-time, 18-month contract position.

Who is eligible:

Unemployed or underemployed youth (under the age of 30) who graduated with a degree or diploma from a post-secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding agreement, or other federal or provincial internship with pay for a period of six (6) months or more.

RESPONSIBILITIES

Assist in the planning of development projects
Prepare funding applications,
develop business plans

Facilitate community and economic development planning in order to identify and establish economic development opportunities

EDUCATION, TECHNICAL SKILLS AND CERTIFICATION

Post-secondary education in a related field or equivalent experience. Bilingualism and a certification in economic development are considered assets. Driver's License in good standing and access to own vehicle.

Strong analytical, presentation, communication, customer service, team work, self-management Ability to apply social media techniques and strategies.

Knowledge of Microsoft Office products Word, Excel, Power point, and Publisher. Demonstrated ability to work with minimal direction.

Salary:

This full-time contract position Wage is \$35,000.00 year. 35 hours a week.

Deadline for application is 3:00pm on Friday March 24th 2023.

Please submit applications by email to iallen@latchford.ca, or by mail to: The Town of Latchford, P.O. Box 10, Latchford ON. P0J1N0 Attn: Clerk-Treasurer, Jaime Allen.

Only those applicants being interviewed will be contacted, but we thank all candidates who have applied.

