



2022 STUDENT VACANCY POSTING

	<p>EMPLOYEE GROUP: CUPE</p> <p>Hours worked per week: up to 35</p>
<p>Position: Student Assistant – Economic Development</p> <p>Grade: Student 2</p> <p>Wage Rate: \$15.785 / hour (October 2021)</p>	<p>Department / Division: Community & Development Services / Economic Development & Tourism</p>

DIVISION OVERVIEW:

This Division's role is to enhance the economic well-being of the County through programs that help retain and expand the existing economic base as well as attract new business. The Division's three focus areas are economic development, rural development and tourism development.

EDUCATION & EXPERIENCE:

- Must be enrolled in post secondary education and returning to school on a full-time basis September.
- Excellent verbal and written English communication skills combined with a genuine desire to assist visitors.
- General knowledge of computer programs.
- Familiar with marketing, websites, video editing and social media.
- Course of study in economic development, business, marketing or a related field.

Accountabilities / Tasks

Include, but are not limited to, the following:

- Offer friendly and courteous front-line service to local businesses.
- Assisting with the implementation of the Community Improvement Program and tracking commercial inventory across Haldimand County.
- Creation and promotion of web, social media and video content promoting local business.
- Various research and data collection for key projects within the Economic Development and Tourism division.
- Assist businesses with ongoing improvements to their digital presence.
- Supporting divisional staff in economic and tourism development.
- Outreach to local businesses and key stakeholders to advise them of opportunities and share information.
- Grant research to support businesses.
- Updating and adding records to the divisional customer relationship management software program.
- Assist in the development of business marketing initiatives.
- Interact with the public daily regarding business related questions and inquiries.
- Will be required to work some evenings and weekends.

All Haldimand County employees are expected to:

- Work safely and respect others in the work place.
- Maintain confidentiality.
- Work within policies and procedures determined by Haldimand County and / or legislation relative to the function.

This position requires:

- | | |
|---|------------|
| - a current (within the past 6 months) Police Check | NO |
| - Valid Class G or G2 driver's licence | YES |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.