



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Economic Development Assistant Summer Student	<b>CLASSIFICATION:</b> Seasonal Contract (May – August 2024)
<b>DEPARTMENT:</b> Office of the CAO	<b>SALARY LEVEL:</b> \$17.00 - \$19.00 /hour
<b>LOCATION:</b> Municipal Centre, 2585 King Road, King City, ON	

### **JOB PROFILE:**

#### **Function:**

To assist the Chief Government Relations Advisor and Economic Development Officer with the development of economic-related projects associated with the Township's Corporate Strategic Plan and to provide support and assistance with all business retention and expansion efforts. This role also includes relationship management with stakeholders, including the King Chamber of Commerce, tourism promotion and assist with the development of social media materials/postings, communications (e.g. correspondence and marketing related initiatives).

#### **Reports to:**

- Chief Government Relations Advisor
- Economic Development Officer

#### **Supervision Responsibilities:**

- None

#### **Duties and Responsibilities:**

- Assists the Chief Government Relations Advisor (CGRA) and Economic Development Officer (EDO) with the implementation of the Community Improvement Plan and Programs for King City, Nobleton and Schomberg.
- Assists the CGRA and EDO with the development of economic-related projects, including research, development of jurisdictional scans, etc., associated with King's 2023-2026 Corporate Strategic Plan.
- Provides support and assistance with business retention and expansion efforts including communication and liaison support (e.g. sharing information about programs).
- Assists with maintaining and updating Township's Community & Business

Directory.

- Assists the CGRA and EDO with social media and website content, communications, and campaigns by authoring, editing, and updating content on a regular basis. From time to time, this can also include the development of correspondence materials.
- Assists the CGRA and EDO with the promotion of tourism through Experience King marketing campaigns and initiatives.
- Other research, project support, clerical and administrative duties as assigned.

**Education/Experience:**

- Current postsecondary student in Economic Development, Commerce, Business, Marketing, Political Science, Communications, Land Use Planning, or similar field.
- Basic knowledge of communications, print production, social media tools, web development and graphic design.
- Strong verbal and written communication skills.
- Demonstrated ability to proofread and/or copy and edit documents.
- Superior organizational and administrative skills.
- Demonstrated ability in a variety of computer software programs, including Microsoft Office (Word, Excel, PowerPoint, Word press, SharePoint).
- Ability to set goals, prioritize tasks, carry out responsibilities to achieve quality results and meet deadlines.
- Experience working with stakeholders is considered an asset.
- Valid class G driver's licence and reliable access to a vehicle is required.

**Conditions of Employment:**

- Highly efficient work ethic and ability to self-manage and work independently and work in teams.
- Valid class G driver's license with access to a reliable vehicle.
- Hours of work will be between 8:30AM- 4:30PM, Monday to Friday.
- Some evenings and weekends may be required on occasion.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_