



*Making life better in King*

**King is Hiring**  
**Economic Development Assistant – Summer Student**  
*(May – August 2024)*

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Chief Government Relations Advisor and Economic Development Officer, the Economic Development Assistant – Summer Student is responsible for the following:

- 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.

The successful applicant will possess:

- 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.

Salary Range: \$17.00 - \$19.00 /hour

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on May 8, 2024**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*