

# JOIN OUR TEAM!



## THE ROLE

### Student Assistant, Economic Development

This is a temporary full-time role at the County. The hourly compensation for this role is \$18.92.

## THE OPPORTUNITY

Join our team and become an integral part of our goal to drive economic growth within Haldimand County. You'll be at the front lines, providing exceptional and friendly service to residents and local businesses.

Your creative flair will show through your contribution of the creation & promotion of compelling web, social media, and video content designed to showcase local businesses.

If you want to showcase our community in a positive light and provide extraordinary customer service, apply today to become an essential part of the Haldimand County Team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Free Parking
- Wellness Programs
- Safe & Friendly Work Culture
- 35 Hour Work Week
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning in September full-time



- Prior experience in customer service and marketing an asset.



- Initiative
- Interpersonal Communication
- Technology Use

## THE COUNTY

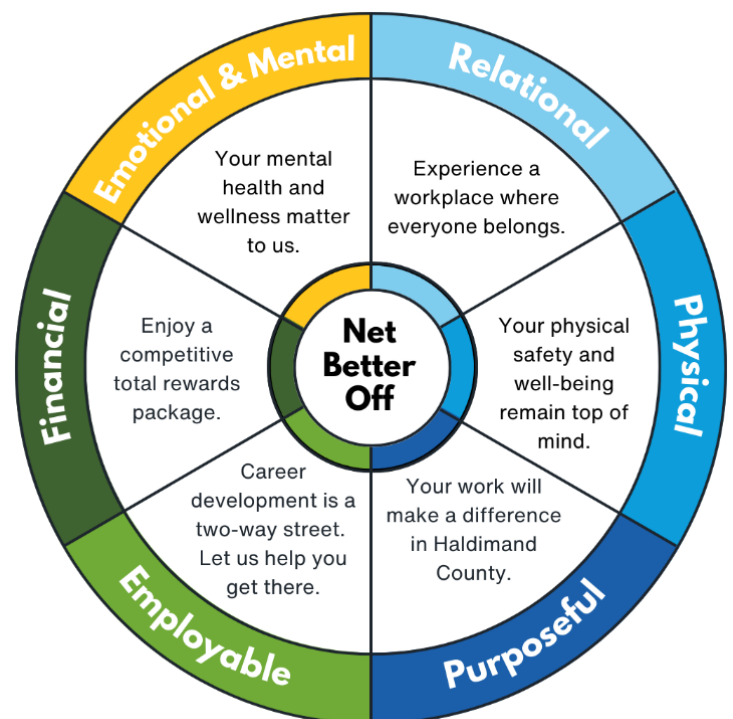
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands out as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2025, at 4:30 p.m.** Visit our careers page for more opportunities.



## **JOB DESCRIPTION**

### **Student Assistant, Economic Development**

<p><b>POSTING PERIOD:</b> December 13 – January 31, 2025</p>	<p><b>Employer Group:</b> CUPE Local 4700 (Haldimand)</p> <p><b>Reporting To:</b> Manager, Economic Development and Tourism</p>
<p><b>Vacancy:</b> 1</p> <p><b>Grade:</b> Student 2</p> <p><b>Wage Per Hour:</b> \$18.92</p>	<p><b>Position Status:</b> Temporary Full-Time</p> <p><b>Hours Worked Per Week:</b> Up to 35</p> <p><b>Location:</b> Haldimand County Administration Building</p>

#### **CORE COMPETENCIES:**

Initiative | Interpersonal Communication | Technology Use

#### **POSITION & DIVISION SUMMARY:**

The Economic Development 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, , tourism development and marketing the County as a place to visit and do business.

#### **QUALIFICATIONS, KNOWLEDGE & SKILLS**

##### **Education**

- Must be enrolled in post-secondary education and returning to school on a full-time basis in September.
- Special consideration will be given to applicants with:
  - Course of study preferably focused on Economic Development, Business, Marketing or other related field.

##### **Experience**

- Prior customer service or administrative experience .
- Special consideration will be given to applicants with:
  - Familiarity or experience with marketing, websites, video editing, or social media.

##### **Knowledge/Skills**

- General knowledge of computer programs.
- Excellent verbal and written English communication skills combined with a genuine desire to assist visitors.
- Technology Aptitude
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

## RESPONSIBILITIES

The incumbent is expected to but not limited to:

### People

- Offer friendly and courteous front-line service to local businesses.
- Interact with the public daily regarding business related questions and inquiries.

### Functional

- Technological Assistance
  - Creation and promotion of web, social media and video content promoting local businesses.
  - Assist businesses with ongoing improvement to their digital presence.
  - Updating and adding records to the divisional customer relationship management software program.
- Administrative Support
  - Assisting with the implementation of the Community Improvement Program and tracking commercial inventory across Haldimand County.
  - Various research and data collection of key projects within the Economic Development and Tourism division.
  - Supporting divisional staff in economic and tourism development.
  - Outreach to local businesses and key stakeholders to share information and resources.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

## POSITION REQUIREMENT(S):

Valid Ontario Driver's License	Class G or G2 License
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## WORKING CONDITION(S):

- May be required to work occasional weekends or evenings.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.