

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

Student Assistant, Tourism and Economic Development

Contract, full-time

May 10, 2021 to August 27, 2021

35 hours per week

Reporting to the Tourism Manager, you will be working with the Business & Entrepreneurship Centre of Northumberland and the Tourism department. You will utilize your strong digital marketing, research and organizational skills to assist with reviewing websites, communicating with businesses on basic digital marketing best practices and local business resources. You will also assist with tourism inquiries (email/phone), general administrative duties and updating the tourism department's business directory and website. You will assist with communication with businesses, organizations and the general public along with other administrative duties.

Qualifications & skills:

- Related post-secondary education is preferred;
- You have strong verbal and written communication skills, and are able to work independently;
- Communication and marketing skills are considered an asset;
- First Aid/CPR training is considered an asset;
- You must be proficient in Microsoft Office including Excel, have experience with photo editing, digital marketing and social media as well as have knowledge of digital marketing best practises;
- You are familiar with Northumberland County's attractions and tourism experiences.

You must be a fully licensed Class G driver and have appropriate safety footwear. An acceptable driver's abstract (3-year uncertified driver's record) must be submitted with your application. **Resumes submitted without an acceptable driver's abstract will not be reviewed.** The successful candidate will be required to submit a satisfactory Police Record check prior to the commencement of employment.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2020/2021) and intends to return to school on a full-time basis in the next academic year (2021/2022). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from May 10 to August 27.

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually. When emailing your application, please ensure your up-to-date cover letter, résumé and driver's abstract are submitted as a single document in Microsoft Word (.doc) or Adobe PDF (.pdf) format. Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, January 15, 2021** to:

Human Resources

County of Northumberland

555 Courthouse Road

Cobourg, ON K9A 5J6

Email: hr@northumberlandcounty.ca

Subject line: Student Assistant, Tourism & Economic Development

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.