



## THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives Department  
Economic Development Division

Requires a

**Economic Development Student**

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This position reports to the Manager of Economic Development and provides support for the department's Talent Attraction and Newcomer Support projects, is responsible for compiling data, research, assisting with events, website and social media activities.

This position works approximately 35 hours per week, Monday to Friday. This position will begin in May and end in September. In order to be eligible for a student position, the applicant must be returning for full time studies in Fall 2023. This position will work out of the Administration Centre, 74 Woolwich Street, Guelph.

**The minimum qualifications for this position include:**

- Currently enrolled in Secondary School or a University or Community College programme.
- Knowledge of Microsoft Word, Excel, PowerPoint and social media.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

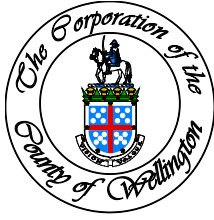
**This position offers an hourly range: \$17.50 - \$19.00 (2023 Student Compensation Grid).**

Applicants are invited to submit a cover letter and resume, **clearly marked Posting #034STUD-23 by February 3, 2023 at 12:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Economic Development Student	<b>Reports to:</b> Manager of Economic Development
<b>Department:</b> Museum and Archives/Wellington Place	<b>Positions Supervised:</b> 0
<b>Effective:</b> May 2013	<b>Revised:</b> January 2023

### **BASIC FUNCTION:**

This position reports to the Manager of Economic Development and provides support for the department's Talent Attraction and Newcomer Support projects, is responsible for compiling data, research, assisting with events, website and social media activities.

### **PRINCIPLE RESPONSIBILITIES:**

- Assist with event coordination activities for department and special events such as Newcomer Welcome Week.
- Assist with maintenance of the Economic Development Newcomer support webpage, event calendar updates and social media.
- Compiles notes from meetings with employers and assist with identifying key learnings.
- Supports promotion and distribution of informational resource, flyers to employers and businesses on benefits of hiring newcomers.
- Assist with research on attracting talent, provides content for department newsletter, compiles post event data and analysis data.
- Other duties as assigned.

### **CONTACTS:**

Internal: County staff

External: Business community

### **MINIMUM QUALIFICATIONS:**

- Currently enrolled in Secondary School or a University or Community College programme.
- Knowledge of Microsoft Word, Excel, PowerPoint and social media.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

### **SKILLS AND COMPETENCIES:**

- Excellent oral and written communication skills to represent the County on the phone to employers
- Attention to detail
- Positive, friendly attitude
- Willingness to learn and help when needed

- Basic computer knowledge
- Great work ethics
- Passionate about helping newcomers and immigrants

**OTHER:**

- Location: Administration Centre (Governor's Residence), 74 Woolwich Street, Guelph. Flexibility of location may be required.
- Hours of work: 35 hours per week; 8:30 am – 4:00 pm, Monday to Friday. Flexibility of hours may be required.