

Job Description

Position Title: Community Development Intern

Department: Administration / Economic Development

Reports To: CAO / Clerk-Treasurer

Location: Township of South Algonquin, Ontario

Employment Type: Full-Time, Temporary (Internship – 12 Months)

Position Summary

The Township of South Algonquin is seeking a motivated and community-driven Community Development Intern to support the implementation of the Township's Tourism and Economic Development Strategy, Strategic Plan, and Housing Needs Assessment.

This position is funded through the Northern Ontario Heritage Fund Corporation (NOHFC) Internship Program and is ideal for individuals who are entering or transitioning into a new career in community development, economic planning, or municipal government.

Working under the supervision of the CAO/Clerk-Treasurer, the successful candidate will be responsible for advancing projects and initiatives that promote tourism, attract new residents and businesses, and support housing development in South Algonquin.

Key Responsibilities

Tourism & Economic Development

- Support the execution of the Township's Tourism and Economic Development Strategy.
- Plan and deliver community events designed to attract visitors and showcase local culture and assets.
- Develop digital and print marketing materials to promote South Algonquin as a place to live, visit, and invest.
- Collaborate with local businesses and tourism operators to support business growth and community vitality.
- Conduct research on tourism trends, funding opportunities, and best practices for rural economic development.

Housing & Community Growth

- Assist with projects and initiatives that respond to local housing needs, as outlined in the Strategic Plan and Housing Needs Assessment.
- Research housing solutions and policy tools suitable for rural and northern communities.

- Support engagement with developers, not-for-profits, and government agencies to explore housing opportunities.
- Help identify grant opportunities or partnerships that support housing and community growth.

General Support

- Prepare reports, briefing notes, and presentations for senior staff and Council.
 - Assist with stakeholder and community engagement activities.
 - Support applications for funding related to tourism, economic development, or housing.
 - Perform other related duties as assigned.
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Candidate Criteria (NOHFC Internship Eligibility)

Applicants must meet the following criteria to qualify for NOHFC internship funding:

- Be a new entrant into the workforce, transitioning to a new career, or unemployed/underemployed and entering a new field.
 - Have not previously participated in an NOHFC-funded internship under the 2020 program mandate.
 - Be 18 years of age or older.
 - Be legally eligible to work in Canada.
 - Once hired, the candidate must reside in the Township of South Algonquin.
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Qualifications

- Post-secondary education in a related field such as Economic Development, Urban or Regional Planning, Public Administration, Business, Marketing, Event Management, or a related discipline preferred.
- Excellent verbal and written communication skills.
- Strong research, organizational, and problem-solving abilities.
- Comfortable engaging with community members, stakeholders, and partners.
- Proficiency with Microsoft Office Suite; familiarity with Canva, social media tools, and virtual meeting platforms is an asset.
- Interest in rural development, tourism, housing, and municipal initiatives.

- The employee will be required to complete the Sustainable Northern Ontario Economic Development course offered by the Northern Policy Institute in partnership with Laurentian University is required.

Position Details

- **Term:** 12-month internship
- **Hours:** 35 hours per week
- **Wage:** \$23.76 per hour plus 4% vacation pay plus OMERS pension.
- **Location:** Township Office – 7 Third Avenue, Whitney, Ontario
(Hybrid or flexible work options may be considered)

How to Apply

Qualified candidates are invited to submit a cover letter and resume to:

Bryan Martin

CAO/Clerk-Treasurer

Email: clerk@southalgonquin.ca

Mail: Township of South Algonquin, 7 Third Avenue, Whitney, ON K0J 2M0

Subject Line: Application – Community Development Intern

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Township of South Algonquin is an equal opportunity employer committed to inclusive and accessible recruitment practices. If you require accommodation during the recruitment process, please contact us directly.