

Position: Digital Main Streets - Digital Service Squad

The Opportunity

The Economic Development Corporation of Wawa is a forward-thinking organization, working in partnership with the Municipality of Wawa for the betterment of the community. The EDC is a not-for-profit corporation leading the way to develop social capital, steward the environment and create economic opportunities within Wawa and the surrounding area.

The EDC is currently seeking a dynamic and focused student looking to gain experience and apply their knowledge sets to real world projects and programs. Our goal is to impart tangible skills and increase both competence and confidence within the students given field.

Reporting to the EDC Wawa's Economic Development Director the potential student has a strong desire to support local community businesses and organize local community events. The student will co-lead the development of summer programs and assist with the Digital Main Streets, Digital Service Squad program.

The student will work on a variety of EDC projects giving a depth and breadth of experience in project management, community engagement and economic development.

The applicant must be attending University or college with the intent on returning to studies in the fall.

Who You Are

- You are a post-secondary student, ideally returning to school in the fall.
- You thrive in experiential learning environments
- You enjoy using technology to solve business challenges
- You can prioritize and organize multiple projects
- You have a passion for community development and creating dynamic vibrant events designed for people across the life arc

You Enjoy

- **Culture:** working within an organization that is guided by fundamental principles of outwardly inspiring, supporting and catalyzing positive change in the community
- **Excellence:** working with an inspiring and motivated team in an environment that promotes continuous learning, creativity, and collaboration
- **Employee Benefits:** achieve a work/life balance with vacation time, personal days and flexible work arrangements
- **Meaningful Work:** Building community capacity and creating social value that has impact beyond what is visible.

In This Role You Will

- Co-lead the design and development of impactful and memorable community events
- Support and encourage the development of local businesses using best practices and proven tools that lead to results
- Be part of a driven and supportive Digital Service Squad team
- Work with community members on realizing community led projects
- Support local businesses in developing their digital strategies leveraging the power of the internet in maintaining and expanding local business

What We Are Looking For

- Post-secondary education in a related field
- Working knowledge of Microsoft Office products, specifically Word, Excel, Outlook and MS Teams,
- Knowledge of or desire to learn project/program management process and frameworks
- Excellent spoken and written English with strong communication skills
- Experience working independently and as part of a dynamic team
- Capacity to learn new software and master processes
- Knowledge of how to do comprehensive research and validate best practices with case study and academic articles
- Solutions and celebration-oriented mindset
- Approachable and welcoming attitude
- Self-motivated, adaptable and pitches in when needed
- Good organizational skills with strong attention to detail
- Open to occasionally working flexible hours and traveling when required
- Experience working in office environments and general administration
- Experience with a variety of social media platforms

Conditions:

This position is full time, 35 hours per week, over a 16 week contract. The salary offered is \$17.00 per hour. The EDC welcomes and encourages applications from people of all abilities and diverse backgrounds to apply. Accommodations are available upon request for candidates taking part in all aspects of the selection and interview process.

Please submit applications to: smohamed@edcwawa.ca no later than 12:00pm, Monday May 10th, 2021. We thank all applicants for submitting their interest. Only those selected for an interview will be contacted.