



**Economic Development Coordinator,
One (1) Year Contract
Atikokan, Ontario (with an opportunity for remote work)**

Are you interested in economic development and investment attraction in relation to the Northern Ontario tourism industry? Join our team! This one (1) year term position is responsible for developing and executing investment attraction and economic development tools and events to support tourism industry growth in Northern Ontario.

Job Description:

- Develop and execute projects as identified in both the organization's business plan, and the short- and medium-term goals identified in the Investment Attraction & Economic Workplan;
- Develop and maintain a pan-northern database available to stakeholders that will catalogue active businesses in the tourism sector;
- Working with organizational Senior Coordinators on completing large-scale investment attraction and marketing projects such as fixed-roof accommodations studies, succession planning, capacity and collaborative efforts, investment attraction projects, municipal accommodation tax proposals, and not-for-profit and municipal partnerships;
- working with the Communications Coordinator to develop investment attraction and economic development-focused communication pieces, including social media posts, newsletters, media releases and correspondence;
- Assisting staff in the coordination of Tourism Training Weeks, DNO's Annual Summit Conference and the Northern Ontario travel portal;
- Develop funding and grant applications at the local, provincial and federal level on behalf of DNO, as well as stakeholders and community businesses and organizations as required;
- Leading or assisting with DNO's Product Development committees, as required;
- Engaging/reengaging community and organization stakeholders in northern Ontario;
- Other duties as required.

Qualifications:

Required:

- University or college graduate who has graduated within the last three years from an accredited college or university.
- The candidate must be a graduate of a post-secondary degree or diploma program.
- The position will be a first full-time employment in the candidate's field of study.
- Some travel may be required. A Valid G class Driver's License and access to a motor vehicle will be required.

- The successful candidate will ideally be located in Atikokan, Ontario, but Destination Northern Ontario invites candidates residing in, or willing to reside in Northern Ontario to apply (defined as north of French River).

Preferred:

- A post-secondary degree with specialization in economics, business, communications or other related field
- Experience in event planning and/or communications
- Excellent verbal and written skills
- Self-starter who enjoys being a part of a team, and can work independently and when required, remotely.

Application Deadline: September 30, 2022 by 4:30pm EST

Please email a digital copy of your resume and cover letter to: info@destinationnorthernontario.ca

THIS OPPORTUNITY IS
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