

The Township is seeking to fill a one-year full-time position for

Economic Development Intern

POSITION OVERVIEW

Reporting to the CAO Clerk-Treasurer the Economic Development Intern will perform a variety of support functions focused on economic development and communications such as engaging with local stakeholders, marketing and promotion, research and report writing.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Candidates must be a new entrant into the workforce, transitioning to a new career, or underemployed who has not participated in a previous NOHFC internship.

Candidate must be a resident of Northern Ontario. Are you in Northern Ontario and recently trained for a second career? This may be your opportunity for experience.

Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream> The Internship is expected to work 35 hours a week for a 12-month period with an annual salary of \$45,000 to \$49,000.

QUALIFICATIONS

- Currently enrolled in or graduated from a post-secondary program in Economic Development, Business Administration, Public Administration, Marketing, or a related field.
- Strong research, analytical, and report-writing skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with data analysis tools is an asset.
- Effective written and verbal communication skills.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Interest in municipal government and rural economic development

If you are interested in this opportunity, please submit your cover letter and resume by email to cao.clerk@bonfieldtownship.com by 4:00 pm on Friday, September 25, 2026 or until filled.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the MFIPPA and will be used for candidate selection purposes only.



Small Community. Big Heart





BONFIELD TOWNSHIP

365 HIGHWAY 531
BONFIELD ON P0H 1E0
Telephone: 705-776-2641

Website: <http://www.bonfieldtownship.com>

Position Description – Economic Development Intern

Job Title: Economic Development Intern

Reports To: Chief Administrative Officer (CAO)

Position Type: Internship (Full-Time, Temporary)

Position Summary

Reporting to the CAO, the Economic Development Intern performs a variety of support functions focused on economic development, including duties such as community engagement, marketing and promotion, event coordination, communications, research, writing, and reporting.

Key Responsibilities

- Assist in collecting, compiling and analyzing data for use in economic development initiatives.
- Assist department staff in data analysis using existing research.
- Contact, meet with, and correspond effectively with local businesses across multiple sectors including small business and agriculture.
- Develop and/or revise various informational documents, memorandums and reports.
- Attend events, tradeshow and assist in developing and delivering presentations.
- Develop media relations strategies and direct social media and other promotions to engage existing and new business investors.
- Develop a keen understanding of trends affecting the community and partners and make appropriate project and communications recommendations as warranted.
- Assist in benchmarking against comparable municipalities and regional partners.
- Assist in tracking key performance indicators aligned with Council's Strategic Plan.
- Demonstrate dependable and punctual attendance, with flexibility to work evenings, weekends, and travel as needed.
- Support grant research and funding application preparation.
- Perform clerical and other duties as assigned.

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Working Conditions

- Office-based environment with occasional attendance at meetings or community events.
- Some evening meetings may be required. General hours will be Monday to Friday 9:00 am to 4:30 pm for 35 hours a week.

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