



# Job Posting 25-00

## *Economic Development Assistant Summer Student*

The Town of Cobourg is seeking qualified candidates to fill the role of Economic Development Assistant in the Economic Development Department for the Summer of 2025.

This position will provide client services, the execution of projects, research and administrative tasks and support the development and growth of talent in the community to retain and attract business investment and job creation to both the Town of Cobourg's Economic Development Department and the Venture13 Innovation and Entrepreneurship Centre.

The primary duties of this position are research and customer service based:

#### Research:

- Update business directory information and manage data integrity and provide a results assessment.
- Collect and report pedestrian count information at key intersections in Cobourg.
- Develop a photo library of key economic development assets in Cobourg, as directed by the Manager of Economic Development.
- Make economic development documents into accessible PDF files.
- Update business contact information into a central customer relationship management program.
- Provide administrative support or coverage during summer vacation schedules.

#### Customer Service:

- Develop and deliver two Science, Technology, Engineering and Math week-long summer camps.
- Provide tours of the centre for prospective users in absence of full-time staff.
- Assist with set-up for events and client bookings in the centre.

#### Working Conditions:

- This position is a summer student position governed by the CUPE Local 25 Collective Agreement.
- Hours of work will be governed by the CUPE Local 25 Collective Agreement working 35 hours a week Monday to Friday and may include weekends and statutory holidays and the possibility of overtime.

#### The successful candidate:

- Currently enrolled in post-secondary education in Business Administration, Economic Development, or related field and must be returning to full time studies in fall of 2025.
- Must have exceptional interpersonal and communications skills (both oral and written).
- Must possess tact, diplomacy, creativity and excellent organizational abilities.
- Must have experience with Microsoft Office Programs including Word and Excel.
- Must be able to occasionally lift, push/pull and/or move tables and chairs up to 25 pounds.
- Must obtain a Satisfactory Police Record Check upon employment.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs). Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [HumanResources@cobourg.ca](mailto:HumanResources@cobourg.ca). We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal



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opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.