



PAID INTERNSHIP – BR&E and Research Intern

North Bay

Contract: 1 year with opportunity for renewal

Wage: \$35,000 per year

NECO Community Futures Development Corporation enables business growth and community prosperity in Nipissing East/East Parry Sound by providing loans and counselling to businesses and supporting community development initiatives. The following contract opportunity is available.

Eligibility

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 in a **business-related field** of study. The position will be a first full-time employment in the candidate's field of study and they must be legally entitled to work in Canada.

Qualifications and Requirements

- Solid communicator, oral and written
- Well organized
- Superb researcher with ability to deliver comprehensive reports
- Team player who enjoys multi-tasking
- Agility in learning computer programs
- Social media guru
- Must possess a valid Ontario Driver's License

Duties and Responsibilities

1. The Intern will work closely with the Executive Director (ED) and Services Director (SD) to learn our program delivery; they will be trained in Business Retention and Expansion in order to participate in a full review of our client files. They will also be trained on the operation of the loan management program in order to enter updates to the client data.
2. The intern will conduct research projects, and develop and deliver reports in response to the identified needs of our organization.
3. The intern will assist with marketing and communication through updates to NECO's website, social media sites and outlets.

Application Instructions

Applications must include a cover letter and resume and will be accepted until 4:30pm on Friday, September 6, 2019.

Forward your confidential resume, along with a covering letter to:

NECO Community Futures Development Corporation

222 McIntyre Street West, North Bay, ON P1B 2Y8

Email: dsherritt@neco.on.ca

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



While we appreciate the interest of all applicants, only those selected for an interview will be contacted.