

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

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 \$35,000.

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, July 17, 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.



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