

Employer: Scugog Chamber of Commerce
Positions: Summer Centre Associate
Term of Work: **Start date:** July 4, 2018
30 hours per week for 8 weeks; some possible weekend shifts.
Hourly Rate: \$14.00/hr

Tasks and Responsibilities:

The students will be responsible for assisting the Executive Director with the coordination, business, marketing and implementation of Scugog Chamber of Commerce activities in the summer including but not limited to events and office support.

Qualifications:

- ✓ Must be mature, responsible, enthusiastic and interested in Scugog Chamber of Commerce
- ✓ Excellent computer skills and experience working with the public
- ✓ Superior research, writing & communication skills.
- ✓ Task oriented
- ✓ Media experience and business and marketing knowledge an asset
- ✓ Must be enrolled full-time in a college or university for Fall 2018.
- ✓ Enrolment in one of the following programs will be an asset: Business, Economics, Industrial Relations, Marketing, History, Media, Communications, and/or Event Management.

Please apply by **June 28th, 2018** with resume and covering letter describing your experience and qualifications to:

Kenna Kozak ,Executive Director Scugog Chamber of Commerce; 84 Water Street, Port Perry, On, L9L 1J2

Email to: info@scugogchamber.ca

Thank all applicants, however, please be advised that only those applicants selected to proceed through the hiring process will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Federation will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC.