



THE CITY OF DRYDEN IN PARTNERSHIP WITH THE DRYDEN DEVELOPMENT CORPORATION

IS SEEKING A

**Event Planner/Developer Internship – 1 YEAR CONTRACT POSITION
\$30,500/Annum**

An entry-level Event Planner/Developer is required to work with the Dryden Development Corporation (DDC). The successful candidate will be reporting to the Manager of the Dryden Development Corporation. The Event Planner will assist with the implementation of the Dryden Tourism Strategy and will work with the Market Development Officer in taking the lead in conference and event development, planning and coordination. The successful candidate may be required to travel for professional development.

*Northern Ontario secondary school graduates 29 years of age or under who recently graduated from an accredited college or university. Graduates from a high school outside of Northern Ontario who have resided in the North for at least one year are also eligible. **Mature graduates may be considered.*** The successful candidate may be eligible for the Ontario Apprenticeship Program “Special Events Coordinator” (1226).

It is anticipated that this position will commence **November 2009** for a one year term. The successful candidate may be eligible for the Ontario Apprenticeship Program “Special Events Coordinator” (1226).

Qualifications include, but not limited to:

- Degree in business, marketing or relevant job experience
- Experience in event planning would be an asset
- A desire to join a fast-paced, entrepreneurial environment where your actions can directly impact growth with a positive “can-do” attitude toward problem solving and business challenges
- Team player and comfortable interacting with stakeholders
- An understanding of the target markets and competitive environment is a definite asset
- Highly developed organizationally, administratively and able to work independently with limited supervision
- Computer proficient including working knowledge of the Professional Microsoft Suite
- Must have and maintain a valid driver’s license and be able to use their own vehicle including appropriate insurance coverage

If these attributes describe you, please apply. Applications will be received up to 4:00 p.m., Monday, November 2, 2009. Interested applicants are invited to complete a **Career Profile** (application) for the position by visiting www.dryden.ca (**resumes are not accepted**) or by contacting:

Ms. Kathy McMonagle
Human Resources Advisor
City of Dryden, 45 King Street Dryden, ON P8N 1B7
PH: 807-223-1119 FX: 807-223-6141
Email: kmcmonagle@dryden.ca

Personal Information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used for the purpose of determining eligibility for employment. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, City of Dryden, 30 Van Horne Avenue, Dryden, ON P8N 2A7 (807) 223-1127.

The City of Dryden thanks all applicants and advises that only those selected for an interview will be contacted.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:

