



TOWN OF GODERICH
Requires Temporary Part-time 2021 Buy Local Campaign Coordinator

Goderich sits atop the scenic bluffs overlooking beautiful Lake Huron. The Town of Goderich, known nationwide as the “Prettiest Town in Canada,” has been named by Chatelaine Magazine as “One of the 10 Best Places to Live in Canada”.

The Town of Goderich, home to approximately 8,000 residents, is a charming, engaging, and vibrant community dedicated to promoting our local community businesses. To assist in this effort, we are seeking a temporary Part-Time 2021 Buy Local Campaign Coordinator.

Under the direction of the Tourism & Community Development Officer, the successful applicant shall be responsible for:

- ❖ Review business lists and compile one complete list of all businesses in Goderich
- ❖ Connect with local businesses and virtually interview to capture business stories
- ❖ Complete marketing plan to promote the Winter Shop Goderich Campaign
- ❖ Promote our Shop Goderich Campaign
- ❖ Prepare business stories for blog
- ❖ Design, prepare and schedule Facebook and Instagram templates
- ❖ Prepare detailed marketing budget
- ❖ Implement the marketing plan
- ❖ Monthly reports including social media analytics and comments from business

The ideal candidate will possess the following qualifications:

- ❖ Strong interpersonal, communication (written and oral)
- ❖ Customer service skills with a high level of attention to detail
- ❖ Demonstrated ability to work effectively in a deadline-driven environment
- ❖ Knowledge of the budgeting and financial practices
- ❖ Computer proficiency in Word and Excel

Rate of Pay for this position is \$25.00 per hour for 16 hours per week. This contract position commences on January 25, 2021 and concludes on March 31, 2021.

Qualified candidates are invited to mail or drop off their letter of application and resume in confidence to the following address or email one PDF document to goderichinfo@goderich.ca, by 4 PM, Friday, January 22, 2021.

Town of Goderich – Human Resources
57 West Street
GODERICH, Ontario
N7A 2K5

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Town of Goderich is an equal opportunity employer.

The Town of Goderich is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the Town of Goderich's Integrated Accessibility Standard, a request for accommodation will be accepted as part of the Town's hiring process.

To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, we will work with you to meet your needs.