



Regional District of Bulkley-Nechako
Job Posting: Economic Development/Agriculture Summer Student
Location: Burns Lake, BC

The Regional District of Bulkley-Nechako will be hiring a summer student in the Regional Economic Development Department. This is a 35 hour per week position starting on May 3, 2021 and ending on August 27, 2021. The successful candidate is an energetic, motivated, team player who has an interest in agriculture and community and economic development. Candidates who can demonstrate strong community involvement are preferred. Work schedule may occasionally require flexible hours (evenings/weekends)

Responsibilities and Duties:

Reporting to the Agriculture Coordinator and Manager of Regional Economic Development, the Summer Student will assist with department projects such as tourism and agriculture marketing initiatives, social media, and entrepreneurship events. Administrative duties will include research, information compilation, communication with local government officials and the public, and coordination of projects.

Project Support:

- Assist in coordinating and promoting agriculture and entrepreneurship events hosted by the Regional District of Bulkley-Nechako and partner organizations.
- Assist with tourism and agriculture marketing initiatives.
- Update agriculture and economic development public documents and files.

Administrative Support:

- Maintain and update Regional Economic Development Department records and files.
- Create posts, promote, and monitor social media accounts for tourism, agriculture, and economic development.
- Conduct, compile and present research relating to agriculture and economic development projects.
- Other related duties as required.

Qualifications and Education:

- Enrolment in a post-secondary educational institution with a preference for agriculture, economic development, business communications, planning, or related field of study.
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to communicate effectively both verbally and in writing with staff, local government officials, and the public.
- Excellent computer skills, including proficiencies in internet research, social media, Microsoft Office applications such as Word and Excel.
- Creative writing, reporting and/or blogging experience an asset.
- Graphic Design, Visual Art or Photography experience an asset.
- Ability to work individually and as part of a team.
- Valid BC driver's license and ability to independently travel within the region as required.

Resumes will be accepted until **4:00 pm April 16, 2021** and should be addressed to:

Nellie Davis, Manager of Regional Economic Development

Subject Line: Economic Development/Agriculture Summer Student

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0