



CF-NWO Project Coordinator – Part Time

CF-NWO (Community Futures Northwestern Ontario) is looking for a dynamic and energetic individual to support and organize the regional network's activities. This contract position is, **20 hours per week, up to 36 months** with the possibility of extension.

Qualifications:

The successful candidate will have:

- University Degree or College Diploma in Business/Commerce or relevant work experience.
- Experience with social media platforms and/or marketing/promotion.
- Excellent communication skills, both oral and written.
- Strong organizational, analytical and time management skills, including project management.
- Have and maintain a valid driver's license and own vehicle.

Duties and Responsibilities Include:

- Perform clerical duties associated with CF-NWO Network activities (organizing and coordinating meetings, handling inquiries and incoming work requests, checking and distributing documents and correspondence).
- Branding and promotional efforts for the Network.
- Create or assist with business highlights and client testimonials for network members.
- Coordinate regional projects and assist with budget management.
- Other duties as assigned by the Network Chair/Executive Director.

Salary - \$30,000 per year

Only those selected for an interview will be contacted.

Please email your cover letter and resume by Friday April 1st, 2022 to:

rreynard@lowbic.on.ca

**Ryan Reynard, Executive Director
Lake of the Woods Business Incentive Corp.**

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