



The Federation of Northern Ontario Municipalities

is seeking an Intern for the position of:

Project and Operations Coordinator

Hours of work: 35 hours per week. *Employee may be required to work some evenings and weekends*

Salary: \$19.25/hour

Contract: One year with possibility of extension

Location: Flexible - Employee must reside in Northeastern Ontario

Qualifications:

- Candidates must be recent university or college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs.
- This position must be the first full time employment in the candidates' field of study.
- Candidates must be legally entitled to work in Canada.

Responsibilities:

- Manage, plan and provide logistical support for projects and events
- Organize and coordinate meetings and prepare agendas
- Serve as liaison between FONOM and member municipalities
- Minute taking and record keeping
- Maintaining financial records
- Clerical duties including but not limited to answering phone calls, emails, handling incoming and outgoing mail
- Other tasks and duties as required

How to apply:

Submit your cover letter and resume to the Federation of Northern Ontario Municipalities by email to fonom.info@gmail.com by July 6, 2017.