

Downtown Business Improvement Area (DBIA)

Job Title:	Project Support (Summer Student position)	Job Category:	Project
Location:	Cornwall, ON	Travel Required:	Within Cornwall
Level/Salary Range:	\$16.00 per hour	Position Type:	Full-time, temporary
Contact:	Greg Pietersma	Date Posted:	April 2021
Posting Expires:	May 2021		

Applications Accepted By: Email

EMAIL: PIETERSMA@CORNWALLCHAMBER.COM

Subject Line:

“YOUR NAME: Project Support – Student Position”

Attachments:

Resume & Cover Letter

Job Description

JOB SUMMARY

The DBIA is looking for a self-motivated and responsible student to work on several BIA projects. The projects include but are not limited to updating the list of members and helping businesses update or create a profile for the Downtown Business Improvement Area website.

The position is full-time, temporary at 35 hours per week for approximately ten weeks.

The successful candidate will gather and organize data as required and contribute to bettering the organization’s ability to serve its members. If you are passionate about helping businesses in the Cornwall DBIA and strengthening the business community, we would like to hear from you.

ROLE AND RESPONSIBILITIES

Duties include:

- Data entry
- Assisting businesses in creating business profiles
- Data collection through phone calls
- Other duties as appropriate

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be a student currently enrolled in a college or university with the expectation to return to school in the fall.

PREFERRED SKILLS

- Data Entry Skills
- Communication Skills (verbal and written)

- Strong self-motivating skills
- Strong computer skills
- Familiar with Microsoft Excel, Word, and Outlook
- Ability to organize text-based information
- Ability to use Social Media Platforms (Facebook, Instagram)

ADDITIONAL NOTES

- Must have access to a cellphone
- Must have access to a computer
- Must have access to the internet
- Required to work remotely from home
- Required to begin immediately
- Ability to take promotional photos considered an asset
- French considered an asset