



The Municipality of Killaloe Hagarty and Richards in partnership with the Municipalities of Madawaska Valley, Bonnechere Valley, Brudenell, Lyndoch and Raglan and North Algona Wilberforce are currently seeking an outgoing, enthusiastic and qualified candidate for the position of Digital Service Squad – Team Member. Digital Main Street (www.digitalmainstreet.ca) is a program developed to support the growth of local businesses by making the adoption of digital tools and technologies easy. The Digital Service Squad Team Member helps Main Street businesses on-board to this platform and activate easy-to-use free tools and funding to get them started on their digital journey.

Responsibilities include but are not limited to:

- Conduct pre-business visit research to best understand the BIA/neighbourhood and the business(es).
- Work with the Program Administrator and local municipal representatives to set appointments to on-board main street businesses to the DMS platform.
- Walk-through the on-boarding survey with the business owner and use appreciative inquiry methods to best understand their business goals and how digital tools/technology can assist them in meeting their goals.
- Activate and implement free, easy-to-use digital tools and technologies that businesses would like to use (i.e.: Building a Shopify store using the extended 90-day free trial, activating social media accounts, etc.).
- Advisory Services
- Reporting and Feedback

Qualifications:

- Possess strong communications skills (*written and verbal*).
- Possess strong interpersonal and relationship building/relationship management skills.
- Possess excellent organizational and time management skills.
- Have experience in a sales role and/or marketing environment.
- Be able to work independently
- Be familiar with digital technologies for small business (e.g.: web, social media, e-commerce, etc.)
- Be able to use basic software and collaboration tools such as Microsoft Office Suite and Slack.
- Previous experience with online and offline marketing is considered a strong asset.
- Previous experience working with small businesses in BIAs is considered an asset.
- Personal transportation and valid driver's license (*Mileage will be subsidized*).

A detailed job description is available on the Township of Killaloe, Hagarty and Richards' website at www.killaloe-hagarty-richards.ca or in hard copy at the Municipal Office at 1 John Street, Killaloe, ON.

Rate of Pay: \$21/hr.

35/hrs./week

Please Note: this is a full-time contract position of approximately 10.5 months

Applicants are invited to submit a resume clearly marked "Digital Service Squad Team Member", outlining appropriate education and experience, together with references, to the undersigned no later than **4:30 PM local time on August 6th, 2022**

Tammy Gogerat
CAO/Clerk-Treasurer
1 John Street, P.O. Box 39
Killaloe, ON
K0J 2A0

Telephone: (613)757-2300
Email: tgogerat@khrtownship.ca

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.