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Position: Office / Research Assistant – Youth Intern Position

Research Assistant needed for Ontario Wood's Northern Ontario location in Sault Ste Marie. We are seeking a motivated, eager and confident individual to join our association that values professionalism, creativity and integrity. The successful applicant will require experience in all MS Office software and web site administration, possess strong communication and organizational skills, and be looking to be a part of a dynamic and collaborative team, as well as work independently.

Responsibilities shall include but not be limited to:

- Administrative support to the Executive Director
- Managing office and project support
- Preparation of a newsletter to members and stakeholders
- Update of the association website
- Recruit new members throughout Northern Ontario

Minimum Qualifications:

- Northern Ontario secondary school graduates who recently graduated from an accredited college or university.
- Degree in Forestry, Management, Marketing or Community Economic Development.
- A valid driver's license and a reliable vehicle.
- Fluency in French would be a definite asset.

Salary: \$31K

Telephone interviews will be followed by face to face meetings for successful applicants. Only selected candidates will be contacted.

Please forward electronic resume to: info@ontariowood.com No phone calls please.