



MUNICIPALITY OF GREENSTONE

Intern Position – 1 Year Contract - \$30,500 Salary

An entry-level Airport Facilities Coordinator is required to work from the Greenstone Regional Airport in Geraldton, ON. The successful candidate will be reporting to the Airport Manager. The Airport Facilities Coordinator provides coordination and facilitation assistance to occupants and/or business partners.

The Airport Facilities Coordinator will participate in the development of a user/partner communication strategy, to develop the framework to attract additional tenants and business partners, to produce and implement a booking process in co-operation with service providers and create and implement a cargo intake/outtake process to be followed by carriers and airport staff. This position will assist in the development of a long-term working relationship with new service providers.

The home of the current aircraft activity at the Greenstone Regional Airport is medevacs, charter, aerial photography, geological survey flights and heavy equipment transport north. The Greenstone Regional Airport forms part of the gateway to the region and Far North and will be a key component to the transformation of the region.

The intern **must** be a **Northern Ontario** secondary school graduate. Interns must be 29 years of age or under, recently graduated from an accredited college or university (mature graduates may be considered on a case-by-case basis). Internships through the Northern Ontario Youth Internship must provide **first-time employment in a related field**.

The successful candidate may be required to travel for training purposes. Start date to be negotiated.

Qualifications include, but not limited to:

- Post-secondary Diploma in Business or Marketing Communication or equivalent
- Ability to communicate in a Native language is a definite asset
- Must have own transportation to and from airport
- Must be self-motivated and able to work with minimal supervision
- Must possess excellent interpersonal, organizational and communication skills
- Previous experience with radio communication would be an asset
- Able to lift 40 pounds
- Highly developed organizationally, administratively and able to work independently with limited supervision
- Team player and comfortable interacting with business partners and passengers

Qualified applicants are invited to submit a detailed cover letter and resume by 4:00 p.m. June 20th, 2011.

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We thank all those that apply, however, only those that are selected for an interview will be contacted.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



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