

CED & Communications Student JOB POSTING

About Us

Community Futures Eastern Ontario (CFEO) is a dynamic not-for-profit organization supporting innovation and growth for small businesses, community development initiatives, and local economies across Southeastern Ontario. Each of our 15 member offices operates independently, delivering the **Community Futures** program and other local initiatives to rural entrepreneurs and small businesses. CFEO serves as their regional voice, advancing entrepreneurship, small business development, and economic opportunities.

As a change agent, CFEO drives economic growth through the delivery of regional programs like the **Southern Ontario Fund for Investment in Innovation (SOFII)**, offering flexible, no-fee, nondilutive, repayable financing for innovative businesses. Supported by the Federal Economic Development Agency for Southern Ontario (**FedDev Ontario**), CFEO coordinates opportunities for its members and collaborates with regional partners to create lasting impact.

CFEO is governed by an engaged **Board of Directors**, including members, volunteers from member offices' boards, and independent representatives from across the region.

Funding the Future!

The Opportunity: Measuring Community Impact

This role focuses on gathering regional economic information, interviewing stakeholders, and completing structured analysis of the various Community Economic Development (CED) projects undertaken by the Community Futures membership - helping translate findings into clear, accessible stories for use in advocacy and member support with a focus on thoroughness, accuracy and communication.

The position is subject to funding approval.

Position Overview

CFEO is seeking a student with strong research and communication skills who can work independently. The successful candidate will collect and analyze various local and regional economic development information, draft narrative summaries, prepare basic visual or written content for marketing use, and support ongoing communication and administrative tasks.

Note: *This role requires versatility, and the employee should anticipate being involved in diverse tasks beyond the scope of the primary responsibilities listed in this Job Description.*

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Key Responsibilities

Data Collection & Analysis

- Collect information on economic development projects from Community Futures membership.
- Identify and collect information/data relating to eastern Ontario's small businesses.
- Conduct virtual interviews with members and community partners.
- Summarize findings and identify themes or trends affecting the regions.

Communications & Storytelling

- Interpret data to draft content for reports, newsletters, success stories, and advocacy materials.
- Work with Communications team to create compelling content for social media, email, and websites.
- Proofread and edit communication materials for clarity, tone, and accuracy.
- Strengthen and protect the Community Futures brand by crafting messaging and stories that enhance visibility, build recognition, and reinforce the value of the Community Futures network.
- Help share the success stories of Community Futures through social media channels.

Project & Admin Support

- Organize and maintain research data and documentation in SharePoint.
- Support administrative tasks including file organization, research notes, and data collection methods coordination (interviews, emails, meetings, surveys, etc.).
- Track and report on progress relating to project deliverables and event logistics.
- Provide support across multiple areas of the organization as needed.

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Preferred Qualifications:

- Currently enrolled full-time in post-secondary (e.g., economics, public policy, business, communications, or related field).
- Strong aptitude in Microsoft 365 including Teams, Excel, SharePoint, Outlook and Word.
- Basic familiarity in Canva or PowerPoint.
- Bilingualism (English/French) is an asset.

Skills & Competencies

- Proven experience and advanced skills in interviewing and converting data to storytelling.
- Detail oriented and professional in both written and visual communication.
- Proven ability to analyze both qualitative and quantitative information.
- Self-motivated idea-generator and can work independently to get things done.
- Flexible and comfortable juggling multiple priorities and evolving task requirements in a remote-work environment, while still meeting deadlines.
- Excellent organizational skills with strong time management practices that demonstrate your ability to manage and prioritize your work effectively.
- Some experience with event or project coordination (school, work, or volunteer-based).
- Proven proficiency in utilizing remote collaboration tools such as MS O365, Teams and Zoom, and other relevant communication technologies, along with a willingness and aptitude to quickly learn and adapt to new technologies that improve output.

Apply your analytical and creative strengths to real-world projects and gain hands-on experience with data and regional economic development initiatives. Enjoy the flexibility of remote work. If you are a motivated full-time student residing in Eastern Ontario with strong outreach skills and a passion for helping small businesses, we encourage you to apply.

Job Type:	Student (returning student, must qualify for Canada Summer Jobs funding)
Placement:	May 4 – June 29, 2026 (<i>start/end date subject to change</i>)
Compensation:	\$19.50/hour
Language:	English (preference for EN/FR bilingual candidates)
Apply:	Submit your cover letter and resume to info@cfeasternontario.ca State “ CED & Communications Student ” in Subject Line

Community Futures Eastern Ontario is committed to fostering an inclusive employment setting. We believe diversity drives innovation and offer an equal opportunity workplace that welcomes people of all backgrounds, experiences, and perspectives to join our collaborative and engaging environment.

Only candidates who are legally entitled to work in Canada will be considered. We thank all applicants for their interest; however, only those selected for an interview will be contacted.