



**RAINY RIVER FUTURE  
DEVELOPMENT CORPORATION**  
A Community Futures Development Corporation



## **Business Development Intern Job Description**

**Job Title:** Business Development Intern

**Location:** Fort Frances, Ontario

**Reports to:** Executive Director, Rainy River Future Development Corporation

**Funding:** Northern Ontario Heritage Fund Corporation (NOHFC)

### **Position Overview**

The Business Development Intern will support the Rainy River Future Development Corporation (RRFDC) team in advancing economic growth and business success within the region. This position offers hands-on experience in business support, economic development, and community outreach. The intern will learn how to assist with loan writing, deliver presentations, promote business-related events, and perform essential administrative duties.

### **Key Responsibilities**

#### **Business Environment & Research**

- Develop a thorough understanding of the local business environment and challenges faced by entrepreneurs.
- Conduct research on regional economic conditions and analyze trends affecting the business community.
- Engage with local businesses to gather feedback and identify opportunities for development and support.

#### **Presentations & Workshops**

- Assist in preparing and delivering presentations on topics such as starting a business, accessing funding, and immigration support for business owners.
- Coordinate and facilitate workshops, ensuring smooth event logistics and participant engagement.

#### **Loan Support & Lending Processes**

- Learn the process for writing and reviewing business loans, including financial assessments and risk management.

- Gain hands-on experience with the FERN lending records program, ensuring accurate data entry and compliance with internal standards.

### **Economic Development Project Assistance**

- Collaborate with the RRFDC team on ongoing economic development projects, including business attraction, retention, and expansion initiatives.
- Contribute to strategic planning sessions that align with the region's economic goals.

### **Administrative & Event Coordination**

- Promote RRFDC workshops, seminars, and events through multiple channels, including social media, email campaigns, and community bulletins.
- Manage event logistics, including venue bookings, attendee registrations, and post-event reporting.
- Perform general administrative duties, such as scheduling meetings, preparing reports, and responding to inquiries.
- Maintain organized records and files related to events, lending activities, and outreach programs.

### **Community Outreach & Stakeholder Engagement**

- Represent RRFDC at local events and networking sessions to promote business resources and services.
- Build and maintain relationships with local businesses, government agencies, and other community stakeholders.

### **Data Collection & Reporting**

- Assist in collecting and analyzing data related to regional business trends, economic indicators, and project outcomes.
- Contribute to reports, grant applications, and documentation for internal and external stakeholders.

### **Qualifications**

- Current student or recent graduate in Business, Economics, Finance, or a related field.
- Strong interpersonal, communication, and presentation skills.
- Organized and detail-oriented, with the ability to manage multiple tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Willingness to learn new systems, including FERN.
- Interest in economic development, entrepreneurship, and event coordination.

## Benefits

- Hands-on experience in business development and economic growth initiatives.
- Opportunity to develop skills in event promotion, loan writing, and community outreach.
- Training in specialized tools like the FERN lending records program.
- Networking opportunities with professionals across the region.
- Mentorship and guidance from experienced RRFDC staff.

## How to Apply

Please submit your resume and cover letter using the subject line “Business Development Intern”. In your cover letter, explain your interest in economic development and how your skills align with the responsibilities of the Business Development Intern position. Send to:

**Angela Halvorsen Smith**

**Executive Director**

Rainy River Future Development Corporation

601 Mowat Avenue

Fort Frances, ON P9A 1Z2

Email: [angela@rrfdc.on.ca](mailto:angela@rrfdc.on.ca)

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