



Corporation of the Town of Kirkland Lake  
**Economic Development and Tourism Department**  
Requires an  
**INFORMATION SYSTEMS INTERN**  
Contract Position - 1 year / Non-Union

**THE POSITION HAS BEEN SPONSORED BY THE NORTHERN ONTARIO HERITAGE FUND CORPORATION INTERNSHIP PROGRAM. THE SUCCESSFUL APPLICANT WILL WORK UNDER THE DIRECTION OF THE DIRECTOR OF ECONOMIC DEVELOPMENT AND TOURISM.**

**Position Overview:**

- Create and maintain a website for the Museum of Northern History
- Develop interactive, virtual exhibits featuring museum artifacts and local history for display online and on site at the museum
- Assist in the development of a municipal intranet and internet presence utilizing Microsoft Sharepoint Server
- Serve as the primary liaison between the Treasury Division and the Vendor of Record to assist in the implementation of a new financial system. This will involve working closely with end users to ensure that system set up and end user training is properly addressed, and the data conversions are correctly done.

**Minimum Qualifications:**

- Must be a Northern Ontario secondary school graduate, 29 years of age or under, who recently graduated from an accredited college/university, or a graduate from a high school outside of Northern Ontario who has resided in the North for at least one year. Mature graduates may be considered.
- Degree or diploma in computer programming, specifically website design and development; capabilities in multi-media production and graphic design are essential
- Familiarity with Microsoft Office Applications, and a willingness to learn Microsoft Windows Sharepoint Services and Sharepoint Server 2007
- Excellent communication and inter-personal skills
- Clear criminal reference check

The ideal candidate is an enthusiastic, self-starter, proud of his/her academic certification and past accomplishments, and eager to take on new challenges.

**Hours:** 7 hours per day/35 hours per week

**Compensation:** \$32,866.58 per annum

Qualified candidates are invited to submit their résumé (complete with references and covering letter) in confidence to:

Human Resources Coordinator  
Town of Kirkland Lake  
Postal Bag 1757  
Kirkland Lake, ON P2N 3P4  
E-mail [claudette.pullen@tkl.ca](mailto:claudette.pullen@tkl.ca)  
Fax 705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**