



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

ECONOMIC DEVELOPMENT COORDINATOR PERMANENT, FULL TIME (35 HOURS PER WEEK)

The Economic Development Coordinator will be responsible for coordinating, facilitating, and implementing a variety of economic development projects and initiatives to foster a diversified local economy. This position will develop a positive working relationship with the local business community through on-going communication to assist in securing new private investment.

Key Major Responsibilities

Duties include but not limited to:

Client Services/Customer Relations

- Market, promote, and sell the Township as a destination to live, work and play.
- Assist in the promotion of industrial and commercial investment opportunities to local, regional, national, and international investors.
- Interface with prospects, government organizations, commercial real estate brokers, and developers to assist the Manager of Economic Development.
- Prepare appropriate information packages in response to business investment inquiries.
- Collaborate with the Digital Media Associate to update and recommend content for economic development related social media accounts and messaging.

Grants

- Research and actively seek out funding and grant opportunities that will support and promote community development and improvement programs.
- Assist in seeking and applying for Provincial/Federal funding assistance, which may include writing grant applications.
- Maintain a list of financing streams available to private businesses.
- Provide advice to businesses regarding funding applications they are submitting to various levels of government and business assistance programs.

Business Retention, Expansion and Support

- Coordinate an annual business review survey, ensuring that the Township has comparable and usable data year over year.
- Build and maintain relationships with the existing businesses within the Township.
- Maintain the Economic Development Office's extensive client portfolio and identify companies who may need assistance.
- Assist established businesses with expansion and redevelopment proposals, including special projects that may involve being a resource in site plan approvals, land development negotiations and property acquisition.
- Administer various funding grants to encourage multi-sector investment and development through the Community Improvement Plan.

Research/Marketing

- Conduct research to gather data on Township statistics or demographics for internal and external use.
- Maintain working knowledge of local industrial, office and retail real estate sites for sale or lease.
- Update business directory information and maintain data integrity.
- Develop marketing materials to promote specific economic development aspects of the Township of Centre Wellington e.g., e-newsletter, annual report, social media posts.
- Update information for the Economic Development sections of the website.
- Maintain current and timely knowledge of business trends, regulatory developments, and relevant government legislation, procedures, and policies.
- Organize participation in regional trade shows. Prepare trade show displays, set up and breakdown trade show displays, and staff trade show booths.
- Perform other duties as assigned or required.

Minimum Qualifications and Requirements:

- Post-secondary degree or diploma in economic development, urban and rural planning, geography, marketing, public administration, or a related field.
- Certification by the Economic Developers Association of Canada (Ec.D.) or ability to pursue certification is considered an asset.
- Three (3) years' of progressively responsible experience in Economic Development.
- A demonstrated knowledge of community and economic development principles and strategies.
- Knowledge of applicable Provincial and Municipal structures.
- Understanding of Centre Wellington's economic development sectors.
- Familiar with practices and procedures involved in organizing various types of records and information.
- Experience creating and transcribing a variety of correspondence and meeting notes.
- Operating various types of office equipment and proficiency with Microsoft Office.
- Coordinating and maintaining a customer relationship management database.
- Proven ability to perform responsible administrative work involving the use of independent judgment and personal initiative.
- Ability to establish and maintain cooperative-working relationships with those contacted in the course of work including Township officials, management staff, employees, and the public.
- Understand the organization and operation of the Township and of outside agencies as necessary to assume assigned responsibilities.
- Compile and maintain extensive records.
- Maintain confidential data and information.
- Independently prepare routine correspondence and memorandums.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint) and Social Media platforms.
- Understanding of the importance of GIS and other tools in supporting community development.
- A Valid G driver license and access to a vehicle is required.

Annual Salary: \$66,896 - \$78,258 (2023 salary range)

How to Apply: Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **May 24, 2023, at 11:59 p.m.**
Please quote job posting '2023-022' in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.