

Economic Development Officer, Large Business & ICI
Full Time Permanent
(Job # 2021-065-IE)

Department: Office of the CAO
Status: Permanent, Full Time
Date Posted: September 21, 2021
Date Closing: **October 5, 2021 4:30 p.m.**
Scheduled Hours/Shifts: 35 hours per week
Salary: \$75,806.68 - \$92,230.42 per year

Position Purpose:

Reporting to the CAO, the *Economic Development Officer, Large Business & ICI* is responsible for business recruitment, large business retention and expansion, employment lands advocacy and development, and monitoring available commercial lands. This position will report to the CAO and be capable of frequent meetings with Town officials, Council, and other levels of government. The *Economic Development Officer, Large Business & ICI* will work closely and in harmony with the *Economic Development Officer, Small Business & Community*.

Qualifications and Requirements:

- University Degree in Commerce, Economics, Economic Development, Real Estate, Geography, Marketing or Business Administration.
- Minimum 3-years-experience in economic development, preferably in a municipal environment.
- Thorough knowledge of marketing and promotional concepts; statistical and financial aptitude including a good knowledge of budgeting and ability to review financial statements.
- Excellent interpersonal, communication, diplomacy, presentation and customer service skills, with ability to build relationships with internal departments, managers, general public, local businesses, business organizations, developers, various levels of government, elected officials, local board of trade and staff.
- Excellent organizational/time management and project coordination skills; initiative and ability to work independently
- Effective analytical, research, problem solving and report-writing skills; demonstrated ability to conduct surveys, economic, demographic and market research knowledge of budgeting and ability to review financial statements.
- Demonstrated progressive experience in the economic development field with good working knowledge of economic development related legislation, policies, guidelines, principles, practices and processes, marketing both traditional and social media and contemporary research techniques
- Computer literacy utilizing word-processing, spreadsheet, presentation and database software in an MS Office environment as well as the Internet; demonstrated ability to assist in the design and maintenance of databases
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.
- Availability to attend evening or other events as required/assigned.

How to apply:

Please forward your resume in confidence by **October 5, 2021, at 4:30 pm** identifying **Job # 2021-065-IE - Last Name, First Name** in the subject line to hr@townofws.ca. Please ensure your application is saved in one single document.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. As we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.