

Position: Economic Development Coordinator
Classification: Non-Union Full-time/35 hours per week
Hourly wage: 5 Step Pay Grid - \$39.90 to \$46.67/hour
Closing date: Friday, April 26, 2024
Benefits: The Township offers a competitive compensation package including an OMERS pension and attractive benefits plan.

Opportunity

Reporting to the Director of Planning Services, the Economic Development Coordinator, (EDC) will assist in or take leadership in a variety of tasks related to securing new private and public sector investment, implement business retention and expansion strategies, fostering a positive relationship with the local business community and promoting the Township as a preferred “place” to visit, reside and invest in. The EDC will be involved in such activities as economic planning, marketing, project management, and information management. Targeted sectors for growth include but are not limited to retail, residential, manufacturing, service, construction, information, and communications technology (ICT), education and green technology. The EDC is responsible for: responding to business inquiries, preparing comprehensive, customized, electronic client information packages; meeting with local businesses; promoting the Township at various community and business events throughout the year; and implementing and administering various municipal programs and strategies, including the Township’s Community Improvement Plan (2024) and Economic Development Strategy (currently being updated). The goal of the EDC will be to work towards an expanded economic base incorporating business diversification, increased tax assessment and job opportunities in order to improve the Township of Lake of Bays economic and social well-being through balanced growth.

Skills and Qualifications

- Completion of a two-year college program or equivalent in business or public administration, economics, planning or related discipline. Professional economic development designation (Ec.d) is preferred but not required.
- Three years of related experience with a demonstrated background in economic development, marketing, communications, tourism, and administration.
- Knowledge of economic or community development practices and techniques.
- Proven organizational, analytical and interpersonal skills are essential.
- Ability to work with Council, the public, and the community and balance their needs with operational requirements.
- Must possess a valid Ontario Class “G” driver’s license in good standing.

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays
Nicole Tye, Human Resources Department
1012 Dwight Beach Rd.
Dwight, ON P0A 1H0
email: NTyeHR@lakeofbays.on.ca
Fax: 705-635-2132

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities



EMPLOYMENT OPPORTUNITY Economic Development Coordinator

Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for the purpose of job selection. We thank all applicants; however, only those selected for an interview will be contacted.