

Town of Caledon

make a difference



Job Title: Officer, Economic Development Humber River Centre (Contract Up to 12 Months)
Closing Date: April 9, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Manager, Business Attraction & Investment this exciting new position will launch and oversee business support services, programs, and events at Caledon's new Humber River Centre. The Economic Development Officer – Humber River Centre will play a pivotal role in strengthening Caledon's small business, entrepreneurship, and innovation economy through a focus on collaboration and community partnerships. As the Officer, Economic Development, you will perform the following duties, including but not limited to:

- Design and implement a calendar of Town and partner-led programs, services and events focused on supporting business growth in Caledon.
- Schedule guest speakers, events, trainings, and workshops to support business needs.
- Provide one-on-one consultation to business owners and entrepreneurs to facilitate connections to available resources, services, and funding opportunities.
- Develop a business plan for cost-effective service delivery focused on strategic partnerships and identified performance metrics.
- Conduct regular engagement with participants to assess and report on service delivery impacts.
- Undertake research and analysis to ensure service delivery model reflects best practices and addresses community need.
- Provide logistics support for programming and events as needed, including facility rental coordination.
- Ensure facility amenities are available to meet the service delivery mandate of the facility, including available technology and space configurations. Recommend solutions where appropriate.
- Lead the development of public-facing communications to promote Centre offerings, including web content, promotional materials, and marketing campaigns in partnership with Corporate Communications.



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www.caledon.ca

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- Administer third-party contracts with external vendors to support marketing and communications initiatives and enhance service delivery.
- Develops reports, presentations, and standard operating procedures as required.
- Lead strategic partnership initiatives and meetings, including the Council-approved Caledon Chamber of Commerce Partnership Strategy and the Humber River Centre Working Group
- Actively build strategic partnerships with external organizations, including research and educational institutions, ecosystem partners, and community groups.
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Community Economic Development, Urban Innovation, Public Administration, Business Administration, Entrepreneurship, or a closely related field. Professional designation from the Economic Developers Association of Canada (Ec.D.), the International Economic Development Council (CEcD), or the Project Management Institute of Canada (PMP) considered an asset. Our ideal candidate has 3 years of local economic development or entrepreneurship, including direct business or ecosystem support services experience.

The ideal candidate will have demonstrated highly motivated self-starter with strong organizational skills and the ability to manage multiple competing priorities successfully. We are seeking an individual with superior customer service skills, a demonstrated ability to be solutions-oriented, and excellent verbal and written communication skills.

The successful candidate for Officer, Economic Development will be required to work a flexible schedule, including in the office (3 – 4 days a week), remotely and after hours (as required).

This position offers an hourly range of \$42.74 to \$52.38.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **April 9, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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