

**Department:**

Planning and Development

**Division:**

Economic Development

**Purpose of the Position:**

The Economic Development Coordinator (“Coordinator”) is responsible for coordinating consultation / engagement activities and communications to enhance the Municipality of Port Hope’s (“Municipality”) tourism, business expansion and retention, business investment, and available workforce. The Coordinator works closely with community partners and various levels of government to promote the Municipality as an attractive location for business start-up, relocation and expansion.

**Responsible to:**

Manager, Economic Development (Direct)

**Supervises:**None

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**1.0 RESPONSIBILITIES:**

*(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements)*

- 1.1 Respond to inquiries from prospective investors, local businesses and organizations, provincial and federal government, municipal staff and Council, regarding business investment attraction, expansion and retention. Promote the Municipality as an attractive location for business startup, relocation and expansion.
- 1.2 Build strategic partnerships and facilitate the development of collaborative relationships with a variety of local, regional and national stakeholders including but not limited to local business associations, the Federal and Provincial Government representatives, Northumberland Community Futures Development Corporation, Ontario Ministry of Agriculture and Rural Affairs, Ontario Business Improvement Areas Association, Regional Tourism Organization 8, Northumberland Business Advisory Centre, Local and Regional Economic Development Associations, regional workforce and employment agencies, Colleges and Universities in the area as well as other programs aimed at improving, funding or assisting business in the community.
- 1.3 Administer the Community Improvement Program (CIP), business retention and expansion program, and business support initiatives. Measure and report on the effectiveness and attainment of attraction and retention objectives.

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### **Economic Development Coordinator**

- 1.4 Monitor local, provincial and federal legislation and regulations relating to economic development and provide pertinent information to the Manager and as appropriate incorporate in work undertaken.
- 1.5 Research and develop new techniques and opportunities for engaging the business community to ensure that consultation and engagement practices are continuously improved.
- 1.6 Possess or develop a thorough understanding of grants, funds, programs and the skills to complete applications for such funds, grants and programs; provide an ongoing consultative liaison for businesses wishing to participate in these programs.
- 1.7 Monitor and track progress of funding applications; that support the community's local and regional economic development opportunities.
- 1.8 Research, write and edit high level marketing materials including publications, advertisements, media releases, displays, PowerPoint and related audio-visual presentations, speeches, web content, briefing notes, background documents, articles and other materials. Ensure that communication materials are developed in accordance with the branding guidelines and protocols of the Municipality.
- 1.9 Coordinate the communication strategy and website content with the Communications division to optimize communication opportunities and to promote business development and community brand messaging.
- 1.10 Maintain files of relevant resource materials, client records and confidential agreements for economic development.
- 1.11 Adhere to high standards of ethical behaviour and demonstrate their understanding that their personal actions impact the public's perception of the Municipality.
- 1.12 Perform other duties as assigned by the Manager, Economic Development or designate.

## **2.0 KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES:**

### **Knowledge**

- 2.1 Post-secondary education in Community or Economic Development, Business, Public Administration, Marketing or related field.
- 2.2 Three (3) to four (4) years work related experience.
- 2.3 Municipal experience or experience working with businesses regarding business growth, retention, skills training, knowledge and awareness of grants and funding preferred.

### **Skills and Abilities**

- 2.4 Excellent verbal communication skills including courtesy, tact, discretion, explanation, interpretation, negotiation, judgment, persuasion, and presentation skills.

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- 2.5 Excellent written communication skills including flexible writing style to meet the varied requirements of the work and medium being used; ability to write clear, concise messages and edit content, structure and spelling with high degree of quality and accuracy.
- 2.6 Advanced computer skills including expertise on Internet, Outlook, Word, Excel, PowerPoint, client and data management software.
- 2.7 Organization and time management skills, including ability to meet deadlines and work under pressure.
- 2.8 High degree of professionalism, political astuteness and interpersonal skills.

#### **3.0 OTHER:**

- 3.1 Valid and satisfactory 'G' driver's license and access to own vehicle.
- 3.2 Valid and satisfactory Criminal Record and Judicial Matters Check.

#### **4.0 WORKING CONDITIONS:**

- 4.1 Office environment with some requirement to work hours outside of normal schedule.
  - 4.2 Some travel required.
  - 4.3 Regular interruptions, competing priorities and time sensitive deadlines.
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## Job Description Economic Development Coordinator

### **Employment Terms:**

#### **Position:**

Full-time, Permanent

#### **Hours:**

Thirty-five (35) hours per week

#### **Compensation:**

\$51,924 to \$61,134.73 per annum

#### **Benefits:**

Group Health, Dental and Life Insurance benefit coverage after three months of employment. OMERS Pension Plan enrolment as of date of hire.

#### **Application process:**

Please submit your cover letter and resume on or before **Monday April 10, 2023** via: Online at [www.porthope.ca](http://www.porthope.ca) / Your Municipal Government / Careers / Click on "View Job Opportunities + Apply Online"

#### **Interviews:**

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date.

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*The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.*

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