



THE REGIONAL MUNICIPALITY OF DURHAM

Community Growth and Economic Development Department

Program Specialist- Rural Economic Development (Regular Full-Time)

**Job ID: 21466
Job Number: 639
CUPE Local 1764**

Open: May 17, 2025 Close: May 31, 2025

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

Program Specialist - Rural Economic Development

Reporting to the Manager, Agriculture & Rural Economic Development, this Program Specialist - Rural Economic Development will be responsible for creating and deploying programs, projects and marketing content that communicate Durham Region's value proposition for investment, business community benefits, tourism attractions, and lifestyle.

The incumbent will:

- Plan and implement programming and other related economic development initiatives with a focus on strengthening the economy in Durham Region, such as business retention and expansion programs and business visits, career fairs, workshops, familiarization tours and events
- Coordinate the development and distribution of Economic Development and Tourism marketing and promotional collateral content such as blogs, websites, social media, brochures, publications and newsletters
- Coordinate and undertake research; compile, track and maintain multiple information systems
- Develop strategic networks to advance the Economic Development Division's initiatives and educate community partners
- Monitor expenditures and invoices for payment
- Track and respond to inquiries from real estate brokers, investors, local businesses, industry, community groups, elected officials, Regional and municipal staff and the general public
- Develop and maintain departmental databases such as business directories and contact management systems
- Complete and compile economic and key sector information and trends
- Represent the Region at various events and/or meetings, as required
- Coordinate special projects that support the Economic Development and Tourism Division's work plan and programs in the annual business plan, such as writing and submitting grant applications

The successful applicant will possess:

- Post-secondary diploma in Business, Marketing, Communications, Economics, Commerce, Geography, Planning, Tourism, or a related field
- A certificate in Economic Development through the Economic Developers Association of Canada (EDAC) would be an asset
- Previous experience in marketing, economic development, and communications, fields would be an asset
- Knowledge of applicable legislation and Regional Policies and Procedures (i.e. Purchasing By-law and procedures, VIP Protocols)
- Proven proficiency with various computer software applications, including Microsoft Office (Word, Excel, PowerPoint), web technologies and desktop publishing
- Excellent interpersonal, verbal, and written communication and customer service skills
- Strong political acuity and relationship building capabilities
- Strong analytical, research, problem solving skills with attention to detail
- Sound project management, time management and presentation skills, with the ability to multi-task

- A valid Class 'G' Ontario driver's license and access to a vehicle



CUPE 1764 Salary Grade 6

This position is with Salary Grade 6 and will be paid at the following hourly rates:

- Start: \$43.59 - Six Month: \$46.01 - Job: \$48.43

Conditions of Employment

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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