



A Natural Attraction

## Job Posting

The City of Quinte West invites applications for the following full-time position:

### **Economic Development Officer**

#### **Community Services and Strategic Partnerships**

This department is responsible for developing and implementing Economic Development, Tourism and Communication strategies for the City. The department is also responsible for the management of all City facilities which includes the day-to-day operations of our Arenas and Marina. In addition, the department will be actively involved with developing and maintaining numerous strategic partnerships with various groups and organizations with whom the City of Quinte West engages.

#### **Purpose and Scope:**

Reporting to the Manager of Economic Development and Tourism Services, the incumbent will provide support to the Manager in the coordination and implementation of programs, objectives and policies to attract and support business investment. It will include the promotion, growth and development of the municipality's economic base through retention and expansion of existing businesses as well as business attraction activities to support business investment. It will include formulating marketing strategies for economic development initiatives, in conjunction with City staff and regional agencies.

#### **Duties and Responsibilities:**

- Identify, support and encourage new business investment.
- Coordinate the implementation of various projects and activities in the Economic Development area.
- Develop policies and administer programs and initiatives to attract investment opportunities and strategies to support growth in targeted areas. This includes implementing the City's Community Improvement Plans.
- Collaborate with the Communications and Community Engagement Division to analyze promotional and marketing campaigns to identify improvements, maintain and develop economic development content for the City website, and prepare content for the community profile and other economic development marketing materials.
- Develop and maintain relevant reference material including up-to-date statistics and information on the community, including an industrial directory, brochures and buildings/lands inventory.
- Coordinate the promotion and sale of City industrial lands.

- Prepare reports related to economic development initiatives and land sales as required.
- Respond to daily inquiries; and oversee the coordination of economic development events/seminars, meetings and career fairs.
- Liaise with regional economic development professionals to implement regional economic development initiatives.
- Develop and maintain active contact with local businesses and economic development organizations and government agencies in order to be informed of current programs and services.
- Respond to inquiries and follow-up items resulting from committee and council meetings.
- Process all incoming revenues, accounts receivables/payables related to the delivery of economic development projects and functions and assist in the preparation of requests for quotations.
- Attend and represent the City at trade shows/conferences as deemed appropriate by the Manager.
- Coordinate and oversee the Front Street Farmers' Market operations and act as the City liaison with the Market Clerk and vendors.
- Demonstrate a commitment to learning and overall professional development.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*, other applicable legislation, best practices, City policies and procedures where applicable.

### **Education/Specialized Training/Skills:**

The position will require:

- A minimum of a three (3) year post-secondary degree or diploma specializing in Economic Development or Business.
- Must be capable of organizing work responsibilities associated with the position.
- Excellent communication skills **both written and oral including presentation skills. A highly developed sense of tact and diplomacy when working with business leaders.**
- Demonstrated interpersonal and team-building skills.
- The ability to manage and respond to stringent deadlines and to prioritize the same.
- Strong computer skills including Google Workspace, Microsoft Word, Excel, PowerPoint, Dayforce (or other similar systems).
- Strong and effective analytical, strategic, critical thinking and problem solving abilities.
- A valid Ontario Class "G" Driver's Licence and clean driver's abstract.

Nice to Have:

Although not required, the following would be considered a preferred asset to the position:

- A Certified Economic Developer (Ec.D.) designation from the Economic Developers Association of Canada (EDAC) would be considered an asset.

### **Work Experience:**

- A minimum of three (3) years of experience in economic development or related field, within a municipal environment is required.

**Remuneration:** 2025 Non Union Salary Band 7: \$83,487.23 - \$90,476.99

**How to Apply:**

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on May 19th, 2025**. They may also visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca) for more information.

We thank all applicants for their interest and advise that 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. In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 (1106) or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.