

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Economic Development Associate

The incumbent is responsible for performing various duties associated with economic development initiatives undertaken by the City. Perform support duties including composing, reviewing and typing a variety of correspondence, responding to routine enquiries and general communication initiatives. It also includes assisting in the promotion and marketing of the City through the delivery of economic development programs, materials, events and initiatives.

Successful applicants will possess the following:

- Post-secondary degree in Business Administration, Economics, Planning, or Public Administration.
- 1 year of relevant work experience in an economic development, business development, research, planning or land development environment. Experience working directly with the public is required.
- Demonstrable knowledge of current economic development practices.
- Ability to collect, research, analyze and interpret data from a wide variety of sources.
- Well developed organizational, interpersonal, customer service and communication (written and oral in English) skills to express self clearly and concisely.
- Ability to work independently and as a member of a team environment.
- Demonstrated proficiency in the use of personal computers and Windows based software such as Microsoft Office.
- Ability to recognize politically sensitive issues and bring matters of priority to Manager's and Director's attention.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class "G" Ontario Driver's Licence. Must provide consent to conduct regular driver's abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan, and an annual salary starting at \$70,430.78 based on a 35 hours per week.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than midnight (Eastern Standard Time) on **Friday, December 9, 2022** to:

Recruitment Specialist
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: [pickering.ca/employment](https://www.pickering.ca/employment)

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request.