

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

<b>ECONOMIC DEVELOPMENT OFFICER</b>	
<b>Permanent Full Time</b>	
<b>JOB ID:</b> C50-23	<b>LOCATION:</b> Remote & 30 Centre St, Orangeville ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 8:30 a.m. on September 5, 2023

Reporting to the Manager of Economic Development, the Economic Development Officer is responsible for developing and implementing economic development projects and initiatives designed to increase the prosperity, resiliency, and adaptability of the local economy. The position will work collaboratively with the Manager to develop various strategies and workplans to achieve these goals. The position will also facilitate and maintain collaborative relationships with local stakeholders, respond to public inquiries, and share information and resources with stakeholders including business owners, residents and visitors.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$42.97 - \$50.26
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Develop, design, and implement projects and initiatives that achieve economic development related strategic goals and objectives.
- Utilize creativity, ingenuity, best practice research, data, and discussions with stakeholders to design simple and elegant projects and programs that address foundational or complex economic challenges and opportunities for the local economy.
- Coordinate with other economic development staff, business leaders, community leaders, internal stakeholders, external agencies, and regional counterparts to align efforts, gather resources, and implement projects and programs that achieve the County's economic development related goals and objectives.
- Collect relevant data, including from existing sources and through self-developed surveys, to: assist in strategic and economic development related decision making; understanding trends that can impact residents and businesses; and understand trends and nuances of the local economy.
- Present complex data in a comprehensible manner, transforming it into understandable charts, tables, and written reports.
- Use data analysis to forecast future economic trends, including providing recommendations for various strategies and workplans.
- Conduct outreach to business leaders, community leaders, government officials and other stakeholders to: develop new and positive working relationships; gather and share information; create and leverage influence; and identify opportunities for alignment and collaboration.
- Engage with community leaders, government officials, and regional local economic development agencies representatives to establish partnerships and leverage resources for joint initiatives.
- Other duties as assigned.



## What you'll bring

- Post-secondary degree in business, marketing, economic development or a related field
- Two (2) years' experience working in economic development, marketing, or related role
- Professional experience in the tourism industry (private or public sector)
- Experience with data collection and analysis
- Experience organizing stakeholder events
- Creativity in project development and implementation, and a passion for continuous learning
- Good organizational and stronger interpersonal, communication and presentation skills
- Working knowledge of municipal legislation, regulations, policies and decision-making processes
- Proficient computer use, particularly Word, Excel and PowerPoint

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

## Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by October 6, 2023. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.