

Coordinator, Business & Economic Development

Community Planning Department

Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

Job Number

CP-230-23

Employee Group

Non-Union

Employment Status

Full Time Permanent

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall located at 426 Brant Street, Burlington, ON. Work location is subject to change at the discretion of the City due to operational demands.

Position Overview

This position is responsible for the coordination, development, project management and implementation of strategic initiatives, plans and policies within the City's Business Improvement Areas (BIAs) and future potential BIA areas. This includes a wide range of public and private sector activities that contribute to enhancements within current and future potential BIA areas. This will involve liaising with the BIAs, various interest groups and residents to strengthen and attract main street businesses to these commercial areas, supporting the businesses in locating and expanding.

Responsibilities

Provide coordination and leadership on projects and improvements within the City's Business Improvement Areas (BIAs) and future potential BIAs, including:

- Fostering a strong and positive working relationship with the BIAs;
- Assisting prospective and new businesses find suitable space and navigate municipal approvals;
- Liaising with Burlington Economic Development to support main street businesses to locate and grow with these areas;

We thank all applicants and advise that only those to be interviewed will be contacted.

www.burlington.ca



An equal opportunity employer.

- Identifying emerging issues and opportunities in the Downtown Burlington BIA and Aldershot Village BIA and future potential BIAs advising senior management accordingly;
- Leading and/or participating on cross-divisional corporate project teams;
- Implementing approved projects that involve managing outside consultants and liaising with internal and external stakeholders;
- Assists in advancing the larger program of revitalization initiatives through advocating for funding for business area projects and through department budgets and external funding partners;
- Presenting on BIAs matters at neighbourhood meetings, open houses and meetings of standing committees of Council and the Burlington Economic Development board as required;
- Providing advice and responding to enquiries from the BIAs and businesses within future potential BIA areas; and
- Responding to enquiries from business owners, the public and elected officials.
- Building relationships with businesses, landlords and land owners in potential future BIA areas and developing business cases for expansion of BIAs and main street business supports within the City of Burlington

Requirements

The successful applicant will hold a four (4) year University Degree in Planning, Economic Development, Business, or related field. This position requires four (4) to seven (7) years of relevant professional planning or economic development work experience with at least two (2) years in business development projects. Experience in stakeholder collaboration and leading multi-disciplinary teams is also required. In addition, strong project management experience is highly desired. This position may require occasional travel between sites and/or City facilities.

Salary Range

\$89,626 - \$112,033 (Grade I)

Posting Close Date

December 11, 2023

How to Apply

To apply, please visit www.burlington.ca/careers and click on “View Jobs”. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

We thank all applicants and advise that only those to be interviewed will be contacted.

www.burlington.ca



An equal opportunity employer.