



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting # NU 5.24

Position: Economic Development Coordinator

Job Code: 4EDCOR

Status: Permanent Full Time

Employee Group: Non-Union

Wage/ NU 04: \$58,138 - \$72,674 per annum (under review)

Division: Community Development

Department: Economic Development

Reports To: Director, Strategic Innovation and Economic Development

Location: Simcoe (with remote and office work as required)

Posting Period: February 9, 2024 to February 26, 2024

How to apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/C686079B84>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca)



Basic Function:

To provide assistance and support to the Strategic Innovation and Economic Development team in all aspects of economic development activities including administrative duties, data management, engagement of industry-related stakeholders and community groups on various initiatives, learning opportunities and partnerships.

Knowledge and Experience:

- Post secondary education diploma or post-secondary degree (preferred) in Economic Development, Marketing, Business, Project Management, or related discipline.
- Certificate in Economic Development is an asset or must be willing to achieve within 2 years of start date in role
- Three (3) years related experience in economic development, customer relationship management, account management and/or sales is essential.

Skills and Abilities:

- Excellent customer services skills and professional demeanour are essential.
- Understanding of agriculture, tourism, manufacturing, and small business is important and considered an asset.
- Fluent in data analysis.
- Understanding of municipal policies, programs, processes.
- Sound knowledge of economic development principles and practices.
- Knowledge of economic development programs
- Problem solving skills, knowledge of the municipal decision-making process.
- Must have ability and skill dealing with confidential issues.
- Ability to assemble and present information in a professional manner.
- Valid driver's licence and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software for data search and entry, and for creating and modifying documents.

- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

Position Description:

- Assist and support the team with the promotion of partnerships and provide support to outside organizations with data requests, register businesses and organizations in County programs, services, and cooperative advertising opportunities.
- Assist in the delivery of key industry forums, training, workshops and other programs, projects and that encourage business operators to engage in Department programs, cooperative marketing and economic development, and other strategies.
- Assist with policy development for the employer specifically in the areas of community collaboration and engagement, business partnerships, neighbourhood revitalization, and other economic development issues.
- Required to assist and support with coordination and execution of meetings, trade shows and events which may include evenings and weekends.
- Provide administrative support of the Strategic Economic Development team
- Assist with the coordination of marketing programs, advisory boards, events and special projects.
- CRM data entry and management for BR&E and other engagement priorities.
- Gather content and coordinate on distribution of newsletter.
- Assist with CIP applications, review, follow up and monitoring.
- Analysis of data and preparation of data related marketing materials.
- Support Businesses in requests for information including data requests.
- Respond to general inquiries on behalf of the Ec Dev team
- Involved and required to work with sensitive and confidential information and issues related to Division and Department, businesses and community stakeholders.
- Support priority items in the economic development strategy.

- Perform other duties as assigned.
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.