



SARNIA ONTARIO

The Corporation of the City of Sarnia
City Administration Division, Economic Development Department

requires a

Economic Development Coordinator

Vacancy Number: 2024-63

Job Status: Full-time, Temporary for a period of up to 12 months (35 hours per week)

Union: [CUPE Local 3690](#)

Closing Date: August 29, 2024

Hourly Rate and Benefits: \$28.23 to \$43.43 (2023 rates), pay in lieu of vacation in accordance with the Employment Standards Act, 2000, access to the Employee & Family Assistance Program (EFAP), and the option to enroll in the OMERS pension plan.

Job Profile

The City of Sarnia is seeking a confident, motivated, customer-service focused professional to join our Economic Development team. Reporting to the Director of Economic Development, the Coordinator will provide quality and timely business development to support local businesses and neighbourhoods.

This position will be primarily responsible for the development, administration, and implementation of the Sarnia Neighbourhood Revitalization Project where emphasis will be placed on revitalization efforts in Downtown Sarnia and Mitton Village through community engagement, research, and business development.

Education and Experience

- Two (2) year post-secondary education in Economic Development or a related field, plus a minimum of three (3) years of related work experience; or an acceptable combination of education and experience will be considered.
- Class G driver's license
- Experience preparing and reporting on grant submissions is considered an asset.
- Interest and previous experience in government or non-profit administration, business management, marketing, and /or small business assistance is considered an asset.

Knowledge and Skills

- Knowledge of the operation of local government as it applies to economic development;
- Advanced computer skills in Microsoft Office, Client Relationship Management (CRM) systems, and data management software;
- Effective written and oral communication skills including presentation skills;
- Ability to research, analyze, and make recommendations;
- Initiative, creative problem-solving skills, and resourcefulness;
- Project management skills;
- Ability to recruit and lead a group of volunteers;
- Ability to build and maintain positive relationships within the local business community, other community stakeholders and organizations, upper levels of government, etc.

Apply Here: sarnia.ca/employment