



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

ECONOMIC DEVELOPMENT OFFICER

Economic Development – Job # P1333

CLOSING DATE: NOON – MAY 9, 2025

JOB SUMMARY:

The City of Moncton is currently accepting applications for the position of Economic Development Officer with the Economic Development Department.

The incumbent will be responsible to assist the Director of Economic Development in the planning, organizing and execution of City of Moncton initiatives in its efforts to identify and execute economic development opportunities for the municipality.

This position reports to the Director of Economic Development.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism, and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work, and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- Must have a university degree in Business or Public Administration, Economics, Economic Development and/or an acceptable equivalent combination of education and experience.

EXPERIENCE:

- Must have a minimum of three (3) years' experience in fields related to business development and/or community economic development, real estate, sales, and development.

LANGUAGE:

- The ability to communicate in both official languages is a requirement (English and French).

KNOWLEDGE, SKILLS AND ABILITIES:

- Above average written and verbal communication skills.
- Superior research, report, and presentation skills.
- Knowledge of trends and issues in economic development, downtown development, and real estate.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with officials in business, government, and a variety of internal and external contacts at all levels.
- Strong analytical, planning, and organizational skills.
- Ability to conduct presentations with a high degree of skill in public relations.
- Ability to handle, schedule and prioritize multiple tasks and to work independently as well as with teams.
- Must have a good working knowledge of Microsoft Office (Word, Excel, Power Point, Outlook) computer applications. Must be familiar with industry-related software.

OTHER:

- Must possess and maintain a Class 5 New Brunswick driver's license and be willing to travel.