

**Township of Selwyn
Job Description**

Position: Economic Development Coordinator	Page: 1 of 4
Reports To: Manager of Corporate & Community Services/Clerk	Date: March 22, 2016
This Job Description is: <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Revised <input type="checkbox"/> Rescinded	

Job Summary:

Reporting to the Manager of Community and Corporate Services/Clerk, and working in collaboration with the Economic Development and Business Committee, provides effective leadership to advance the economic growth of the Township, with a focus on business retention, expansion and attraction programs, tourism development, and community and business development. The Economic Development Coordinator will also act as a liaison to assist developers and new business start-ups through the development process.

Duties and Responsibilities:

1. Identify and develop new and existing opportunities relating to business retention, expansion and attraction, new innovations, marketing, tourism and agriculture programs.
2. Prepare and manage the implementation of the Selwyn Township Economic Development Strategy to guide economic and community development efforts.
3. Host and/or participate in public forums to generate economic development ideas and initiatives and to ensure that the Township's Economic Development Strategy is current and relevant. These forums will be held as needed in cooperation with Council, the Economic Development and Business Committee and other stakeholders that support business and economic development.
4. Create and sustain networks with stakeholders, including business and community leaders and organizations, potential investors and committees.
5. Responsible to meet with businesses and organizations that support business on a regular basis to discuss business needs, future plans and programs that can assist in business development.
6. Create and foster partnerships with businesses and regional organizations, including Peterborough and the Kawarthas Tourism (PKT), to market the Township as a business and tourism destination.
7. Support and promote community development and community improvement programs and seek out, research and oversee funding and grant opportunities to assist in financing community improvement projects and other economic development projects.

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8. Assist business start-ups and business expansions by making connections to local resources, such as the Business Advisory Centre, the Community Futures Development Corporation, the Kawartha Manufacturers Association, etc., which provide support and resources such as business planning, funding opportunities, supply chain information.
9. In conjunction with the Building and Planning department, assist in identifying regulatory bodies, e.g. Conservation Authorities, Transportation Authorities etc... that a business start-up/developer will need to consult with through the development process. Act as a liaison when needed to assist through the development process.
10. Responsible for staying current on business trends and look for innovative ways to support business in an ever-changing economy.
11. Communicate and support the Selwyn Township brand assisting with the development of advertising, promotional and marketing materials as required.
12. Liaise and engage with Peterborough Economic Development (PED) and PKT related to investment, new business attraction and regional tourism marketing and promotion.
13. Collaborate and support the Economic Development and Business Committee on Council approved initiatives and represent the Township on community, regional and intergovernmental organizations related to economic development activity and industrial and commercial issues.
14. In cooperation with PED, compile and update relevant economic and community data as required from various sources such as Statistics Canada, Province of Ontario, Real Estate Associations, and other relevant stakeholder associations to keep current on trends, available development lands, supply chain resources, etc. to address potential opportunities.
15. Maintain and update the Township's Community Profile for promotion and distribution of information to potential investors, researchers, business start-ups, job seekers and newcomers interested in relocating to the Township.
16. Manage the implementation of OMAFRA programs including Business Retention and Expansion (BR&E), First Impressions Programs etc.
17. Attends meetings, prepares reports and maintains records as required.
18. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
19. Responsible to adhere to the Occupational Health & Safety Act and the Municipal Health and Safety Policy.

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Supervision:

This position does not require the incumbent to supervise and direct the work of others.

Contacts:

Internal: With the Manager of Corporate and Community Services/Clerk, Chief Administrative Officer, Council and its Committees, Management Team and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various County/Provincial/Federal Officials to obtain information on policy, to coordinate funding, negotiate grants and to discuss municipal issues.

With solicitors, consultants, agencies, land developers, etc. to provide and seek information.

With business officials, agencies, investors and community organizations for the purpose of promoting and coordinating economic development.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Exposure to a normal office environment. Visual and mental concentration with respect to detail and visual display terminal. Regularly required to attend meetings and special events outside of normal office hours. May be required to travel occasionally.

Job Knowledge:

- Requires a university degree in Public Administration, Economic Development or a related discipline and at least three (3) years related experience. Certification in economic development (Ec. D) is an asset.
- Previous experience in a municipal environment is an asset.
- Excellent knowledge of community economic development theories and practices as well as knowledge of local and regional economic development potential and opportunities.
- Excellent knowledge and experience of business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of real estate as

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well as geographic and socio-economic characteristics of Selwyn Township is a benefit.

- Thorough understanding of municipal processes, including the Ontario Municipal Act, Planning Act and Regulations.
- Excellent organizational, verbal and written communication skills and interpersonal skills. Proven ability to foster a cooperative work environment with multiple, cross-functional stakeholders.
- Excellent word processing, spreadsheet and database computer skills required as well as map reading software and a good understanding of graphic design principles for marketing purposes.

Core Competencies:

- Customer Focus
- Communication
- Team Work & Cooperation
- Initiative
- Accountability
- Adaptability/Flexibility