



Invites Applications for the Position Of Economic Development Coordinator (1 year Contract)

The Township of Selwyn is seeking applications for an **Economic Development Coordinator (1 year Contract)** who will provide 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. A detailed job description is available on the Township website www.selwyntownship.ca.

The ideal candidate will have a post secondary education or equivalent in Public Administration, Economic Development or a related field with a minimum of three years related experience. Candidates with previous experience in a municipal environment and who hold certification in economic development (Ec. D) will be preferred.

Strong knowledge of community economic development theories and practices as well as the local and regional economic development potential and opportunities is required to fulfil the requirements of the position. This person will have excellent organizational, verbal and written communication skills and interpersonal skills with the proven ability to foster a cooperative work environment with multiple, cross-functional stakeholders. Excellent word processing, spreadsheet and database computer skills are required as well as map reading software and a good understanding of graphic design principles for marketing purposes. Candidates should have strong knowledge of the geographic and socio-economic characteristics of Selwyn Township and experience working with business principles, market analysis and business promotion.

The expected salary range for this position is \$34.35 - \$41.80 per hour based on a 40 hour work week.

Qualified candidates are invited to submit a cover letter and resume by **12 noon, Tuesday, July 4th, 2023** to:

Kim Berry, HR Coordinator
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

Office Location
1310 Centre Line, Selwyn, ON
Telephone: 705-292-9507
Fax: 705-292-8964
e-mail: kberry@selwyntownship.ca

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

Accommodation for accessible purposes is available upon request during the recruitment process.