



Job Posting: **Economic Development Officer**

Competition Number: 2024-01

Location: Parry Sound Municipal Office: 52 Seguin Street, Parry Sound, ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the **Town of Parry Sound** offers an exceptional quality of life. Join our team and become our **Economic Development Officer** as the Town enters an exciting new phase of growth and development. Help shape the Town's future in this key role.

Essential Duties and Responsibilities:

Reporting to the Chief Administrative Officer (CAO), the Economic Development Officer provides economic development services and advice to the Corporation.

- Develops and implements an Economic Development Action Plan for the Town of Parry Sound that supports Council's Strategic direction.
- Develops and implements policies and strategies that support and encourage the retention, expansion, and diversification of existing business sectors.
- Attracts new businesses to the Town, including to the Industrial Park and the Regional Airport of which the Town is a municipal partner.
- Builds and develops relationships with various public and private sector representatives and senior levels of government in order to grow the local economy and support the economic goals of the Town.
- Works with and supports the Downtown Business Association.
- Supports the tourism sector.
- Oversees the annual cruise ship industry visits to the Town including promotion, bookings, security, provision of services to the ships and liaison with local businesses and cruise ship personnel.
- Oversees the coordination of activities between partners and service providers (i.e., agents, local businesses and tourism organizations, Transport Canada, etc.) for cruise ship visits to Parry Sound.
- Research's and prepares funding applications.
- Implements, measures and reports on actions and successes related to economic development and the Town's Strategic Plan.

Education, Experience, Knowledge, Skills:

- University degree in Business, Commerce, Economics.
- Three to five years' experience required, in a related field and environment.
- Excellent communication, interpersonal and organization skills.
- Excellent computer and presentation skills.
- Political acuity and sensitivity along with exemplary research, presentation, negotiation and analytical skills.
- Understanding of municipal affairs, business principles, market, statistical analysis, and a good knowledge of marketing and business promotion.



- Flexible and positive approach and initiative to complete assignments to achieve results with minimal supervision.
- Ability to work with stakeholder groups, business owners, executives and elected officials.
- Valid Ontario “G” Drivers' License.

Compensation:

This is a full-time permanent Non-Union position, 35-hour work week with a compensation range of \$83,000 - \$97,000. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package.

Application Process:

Email: In one document, please send your resume, cover letter, under the subject line “(your name) Economic Development Officer” to Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca

This position will be posted until filled.

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.