



The Town of Newmarket, Engineering Services
Requires an **Economic Development Coordinator**
Regular Full-Time (35 hours per week)

About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move forward from the pandemic, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

Who are we looking for?

Under the direction of the Economic Development Officer, and working closely with other department staff, the Economic Development Coordinator will assist/support all aspects of implementing the approved Economic Development work program, including Business Retention and Expansion, Business Attraction, research and analysis, and economic development communications and marketing. This position will also provide administrative support on a shared basis and as requested to Economic Development staff.

How do I qualify?

- Post-secondary diploma in the field of Economic Development, Communications, Planning, Marketing, Business, Entrepreneurship, or a similar related discipline, or an approved equivalent combination of education and experience.
- Experience working in economic development or within a public sector service, providing client/staff support on a broad range of issues.
- Proven ability to research and compile data relating to business development, attraction and retention that support Newmarket's ongoing marketing program.
- Experience in planning digital and social media marketing campaigns, as well as knowledge in developing, researching, and writing marketing materials, including web content and organic posts and paid advertisements (Facebook, X, Instagram, etc.).
- Experience liaising with small and medium enterprises (SMEs), entrepreneurs, and business support organizations.
- Demonstrated computer skills with proficiencies in Customer Relationship Management (CRM) systems and MS Office365 (Word, PowerPoint, Excel) and database applications.
- Demonstrated effective interpersonal, communication, writing, networking, project management, facilitation, and presentation skills with the ability to communicate and work courteously and effectively with all levels of staff, businesses, and the public.
- Ability to work independently as well as in a team with the astute ability to manage collective expectations.
- Ability to review and summarize data and prepare documents and reports for a broad audience.
- Ability to work well under pressure and manage multiple priorities in a high-volume workplace.
- Working knowledge of a municipal environment is an asset.
- Class "G" Driver's license and a reliable vehicle to use on corporate business.

Salary: \$62,791 - \$78,489

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **March 21, 2024**, quoting the file number **24-54**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.