



SARNIA ONTARIO

The Corporation of the City of Sarnia
City Administration Division, Economic Development Department

requires a

Economic Development Coordinator

Vacancy Number: 2023-78

Job Status: Full-time, Temporary for a period of up to 20 months (35 hours per week)

Union: [CUPE Local 3690](#)

Closing Date: December 10, 2023

Salary and Benefits: A salary range of \$51,378.60 – \$79,042.60, pay in lieu of vacation in accordance with the Employment Standards Act, 2000, access to the Employee & Family Assistance Program (EFAP), and the option to enroll in the OMERS pension plan.

Job Profile

The City of Sarnia is seeking a confident, motivated, customer-service focused professional to join our Economic Development team. Reporting to the Director of Economic Development, the Coordinator will provide quality and timely business development to support local businesses and neighbourhoods.

This position will be primarily responsible for the development, administration, and implementation of the Sarnia Neighbourhood Revitalization Project where emphasis will be placed on revitalization efforts in Downtown Sarnia and Mitton Village through community engagement, research, and business development.

Education and Experience

- Minimum two (2) year post-secondary education in Economic Development or a related field, plus a minimum of three (3) years of related work experience; or an acceptable combination of education and experience will be considered.
- A valid G driver's license with an abstract acceptable to City guidelines.
- Experience preparing and reporting on grant submissions is considered an asset.
- Interest and previous experience in government or non-profit administration, business management, marketing, and /or small business assistance is considered an asset.

Knowledge and Skills

- Knowledge of the operation of local government as it applies to economic development;
- Advanced computer skills in Microsoft Office, Client Relationship Management (CRM) systems, and data management software;
- Effective written and oral communication skills including presentation skills;
- Ability to research, analyze, and make recommendations;
- Initiative, creative problem-solving skills, and resourcefulness;
- Project management skills;
- Ability to recruit and lead a group of volunteers;
- Ability to build and maintain positive relationships within the local business community, other community stakeholders and organizations, upper levels of government, etc.

Additional Details

Candidates are invited to submit a resume in confidence to hr@sarnia.ca indicating "2023-78 – Economic Development Coordinator" by December 10, 2023. We appreciate the interest of all applicants, however, only candidates being invited for an interview will be contacted.

The City of Sarnia is an inclusive and equitable Corporation that encourages applications from qualified individuals of all genders, persons with disabilities, members of visible minorities and Indigenous persons. Appropriate accommodations will be provided upon request throughout the hiring process as required by the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Information received relating to accommodation and diversity will be addressed confidentially.

Personal information is being collected under the authority of the Municipal Act and will be used to determine the qualifications for employment with The Corporation of the City of Sarnia. Questions about this collection should be directed to hr@sarnia.ca.