
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting opportunity in the **Economic Development Department** for an experienced and motivated individual*

**ECONOMIC DEVELOPMENT COORDINATOR
(FILE 14-1966-MBX)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for: Supporting the Economic Development Department's marketing and international business development endeavours. Working closely with the Economic Development Officers to support their efforts in successfully executing the 10-Year Economic Development Strategy. This includes both business attraction and retention initiatives. Supporting marketing and business development initiatives targeted within the three convergence sectors of Advanced Goods Production and Movement; Innovative Research, Development and Design; and Creative Economy.

Qualifications and experience:

- University degree in Business Administration, Economics, Commerce, Marketing or related discipline, or suitable equivalent.
- Minimum of 3 years related experience with a good understanding of economic development.
- Familiarity with the North American Industry Classification System (NAICS), and knowledge of priority sectors relevant to Vaughan.
- Experience working as a member of interdisciplinary teams, and managing relationships with a diverse client base, and the ability to use excellent judgment in respecting confidentiality.
- Highly developed organizational, interpersonal, written, and oral communication skills, as well as strong attention to detail. Experience in conducting research and analysis.
- Demonstrated ability to work well under pressure and deliver projects within precise constraints.
- A high degree of proficiency with Microsoft Office (i.e., Excel, Word, PowerPoint) is required, as well as experience using and producing reports from CRM software.
- Knowledge of, and demonstrated ability in, the city's core competencies and relevant functional competencies.
- Possesses a valid Ontario 'G' drivers' license in good standing, with a reliable vehicle for corporate use, and the ability to work outside normal business hours as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion for economic development to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File 14-1966-MBX** in the subject line by **Tuesday, August 5, 2014** to:

Human Resources Department
City of Vaughan, 2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Fax 905-832-8575
resume@vaughan.ca

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Applicant information is collected under the authority of the Municipal Act, 2001 (S.O. 2001,c.25) and will be used to determine qualifications for employment with The Corporation of the City of Vaughan. Questions about this collection should be directed to the Director of the Human Resources Department, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1, (905) 832-8585.