
Economic Development Assistant

DEPARTMENT:	Community Services	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE
HOURS OF WORK:	35 hours per week	SALARY:	\$33.24 to \$39.14 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The City has an exciting opportunity for a regular full-time Economic Development Assistant. We believe we have the responsibility to create the conditions that give people business opportunities and sustainable employment, and an environment that supports growth and innovation. If you are hired, you will be joining a small team who care deeply about the community they serve, thrive on variety, and enjoy the challenge that comes with emergent work. As Economic Development Assistant, you will provide program support work relative to the municipal economic development program, including Business Licensing.

Your responsibilities will include:

- Act as front desk point of contact for Business Licensing and Economic Development for inquiries, and provide information and interpretation to external contacts regarding departmental procedures, policies and regulations. Prepare correspondence regarding enquiries including those concerning bylaws, departmental rules, and regulations.
- Lead the processing of business licence applications and renewals, including review of applications for completeness and preliminary compliance; circulating to staff as appropriate; maintain and ensure accuracy of data in associated systems and databases; verify fees for processing, and issue approved business licenses. Identify system processing issues or areas for improvement.
- Provide research and support for economic development projects and initiatives. This can include completing basic research, municipal scans, industry trends; generating and summarizing relevant data; and, creating and formatting associated economic development documents, reports, and presentations.
- Provide a variety of administrative support for departmental programs and activities. This may include organizing meetings, site visits, and events; assists in developing and posting content to the City's website to promote business initiatives, events and opportunities.
- Perform other duties related to the position as assigned.



If you have many of these attributes, we would like to hear from you:

- Completion of a post-secondary program in business administration, planning or other relevant field, plus sound related work experience in research or project support; or an equivalent combination of training and experience.
- Considerable knowledge of modern business office practices and procedures, including standard software applications and recordkeeping procedures, and of business English, grammar and arithmetic.
- Sound knowledge of the applicable bylaws, policies, rules and regulations governing the work performed.
- Some knowledge of business trends and practices, with an awareness and interest in the local economy.
- Some knowledge of basic research techniques, and of methods used in statistical analysis; and the ability to identify relevant sources of information.
- Ability to make decisions in accordance with applicable bylaws, departmental policies and procedures.
- Ability to gather, assemble, extract, organize, interpret, and summarize data and narrative information from a variety of sources.
- Ability to prepare narrative and statistical reports, graphs and charts from information gathered.
- Ability to maintain complex records and provide a variety of administrative support as required.
- Ability to establish and maintain positive working relationships with internal and external contacts, including colleagues, the business community, general public, and other contacts; and to effectively interpret and explain applicable bylaws, policies, and procedures.
- Superior skill and aptitude in communications, organization and time management.
- Strong organizational skills, proven ability to problem solve, and the ability to manage multiple tasks and deliver results.
- Ability to pass and maintain a satisfactory Police Information Check.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by December 29, 2025.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.