

DEPARTMENT:	Community Services – Economic Development	STATUS:	Temporary Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week (M-F)	SALARY:	\$40.76 - \$48.07 per hour + comprehensive benefits package

The City of New Westminster has an exciting new opportunity for an individual that is passionate about building a strong local economy, strengthening our small business environment, and supporting active, diverse and vibrant commercial areas. Reporting to the Manager, Economic Development, the Business Growth Coordinator will support implementation of strategies and actions contained in the City’s Economic Development Plan and Retail Strategy, along with related policy development, projects and initiatives that have an emphasis on small business. You will also be responsible for planning and coordinating information, programs and materials that support local businesses in alignment with the City’s Strategic Priority of a people-centered economy that is local, nimble, and resilient and that serves our community. In addition, you will be responsible for managing the Economic Development Office web content.

If you are passionate about supporting and fostering business growth in New Westminster, and have a commitment to innovation and customer service, we want to meet you!

Requirements:

- You have a degree in economic development, planning, business or related discipline, from a recognized post-secondary institution plus related experience, preferably within the public sector context. An equivalent combination of education, training and experience may be considered.
- You are knowledgeable on the principles, practices, and methods applicable to economic development, particularly in a local government context.
- You are aware of current trends and practices in the broader regional economy, along with challenges specific to New Westminster’s business environment.
- You have the ability to read and understand bylaws and support with the development and implementation of new policy.
- You are an energetic, creative self-starter who values innovation and thinking outside the box.
- You have the ability to research, compile information, and prepare narrative and graphic reports on a variety of matters pertaining to economic development and related initiatives.
- You have strong verbal, written and graphic communication skills, including the ability to independently prepare correspondence, narrative, and statistical information.
- You are skilled in developing a variety of information material and uploading information to the web.
- You are an eager problem solver, creative decision-maker, and analyzer of economic development programs and initiatives.
- You have a natural ability to successfully engage the community and establish/maintain effective liaisons, communications, and working relationships with staff, external contacts, and the general public.
- You have a track record of working independently and with minimal supervision, organizing your workload and setting priorities, and are flexible with changing priorities and deadlines.
- You are willing to work extended and non-standard hours and periods of time as operationally required.

Apply by sending your cover letter and resume in one document at www.newwestcity.ca/employment by **April 24, 2024**

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.