

Town of Caledon

make a difference



Job Title: Officer, Economic Development – Humber River Centre (Permanent Full-Time)
Closing Date: January 15, 2025, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Manager, Business Attraction & Investment, the Officer, Economic Development – Humber River Centre will oversee business support services, programs, and events at Caledon’s award-winning business support services hub. The role will manage strategic partnerships, including the launch of a new business incubator pilot to support small business scale-up and foster innovation. As the Officer, Economic Development – Humber River Centre, you will perform the following duties, including but not limited to:

- Design and implement a calendar of Town and partner-led programs, services and events focused on supporting entrepreneurship and business growth in Caledon, including the Humber River Centre coworking membership program.
- Schedule guest speakers, events, trainings, and workshops to support business needs.
- Oversee the launch of a business incubator pilot to support small business scale-up and foster innovation.
- Undertake research and analysis to ensure Caledon’s service delivery model reflects best practices and addresses community need.
- Serve as the Division lead for small business support services, providing one-on-one consultations to facilitate connections to available resources, services, and funding opportunities.
- Provide logistics support for programming and events as needed, including facility rental coordination.
- Identify performance metrics and conduct regular engagement with participants to assess and report on service delivery impacts.
- Ensure facility amenities are available to meet the service delivery mandate of the facility, including available technology and space configurations. Recommend solutions as needed.



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www.caledon.ca

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- Lead the development of public-facing communications to promote Centre offerings, including web content, promotional materials, and marketing campaigns in partnership with Corporate Communications.
- Administer third-party contracts with external vendors to support marketing and communications initiatives and enhance service delivery.
- Develops reports, presentations, and standard operating procedures as required.
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Community Economic Development, Urban Innovation, Public Administration, Business Administration, Entrepreneurship, or a closely related field. Professional designation from the Economic Developers Association of Canada (Ec.D.), the International Economic Development Council (CEcD), or the Project Management Institute of Canada (PMP) considered an asset. Our ideal candidate has minimum three (3) years of experience in local economic development or entrepreneurship, including direct business or ecosystem support services.

The ideal candidate will have demonstrated experience building relationships with community organizations, business owners, and senior leaders. We are seeking an individual with superior communication skills, a demonstrated ability to use analytical skills, and excellent awareness of how to handle highly sensitive information.

The successful candidate for Officer, Economic Development – HRC will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$85,559.51 to \$106,949.39 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

Applications for this posting will be accepted until January 15, 2025, 12:00PM EST.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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