



**TEMPORARY FULL-TIME COMMUNITY DEVELOPMENT CONSULTANT  
(COMPETITION NO.: ED-2025-03)  
Maternity Leave Coverage beginning June 2025 for approximately one year**



Posting Date:	May 29, 2025	Closing Date:	June 13, 2025
Department:	Economic Development	Hours per Week:	35 hours per week
Benefits Entitlement:	No	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary Level 107	\$94,167 – 117,718 (2025)	Union:	Non-Union

**Position Summary**

The new team member will provide assistance to the Economic Development Department and offer both leadership and expertise in the development of community projects. The Community Economic Development Consultant is responsible for enabling and implementing a variety of community economic development projects. An action and results-oriented individual is needed to directly contribute to the development of the community. Activities will include but are not limited to the following:

**Duties**

- Writes funding proposals and applications for community development projects
- Initiates, co-ordinates and facilitates projects for organizations, non-profits and groups from inception to close-out, and provides after-care to clients
- Builds and sustains solid working relationships with all stakeholders, including community/business leaders, representatives of public and private funding bodies, clients and the general public;
- Manages projects in an efficient and timely manner in order to meet deadlines for project and task deliverables
- Provides advice and guidance to stakeholders and community partners relative to community development
- Gathers, analyzes, presents and maintains up-to-date economic development information relating to the City of Timmins

**Qualifications**

- Post-Secondary graduate with specialization in areas related to economic development, commerce, business and marketing, etc.
- Excellent communication, research and analytical skills
- Solid knowledge of the community & industry partners
- Superior interpersonal skills
- Ability to work independently and in a team situation
- Sound knowledge of Federal, Provincial and other public, as well as, private funding agencies, services and programs
- Solid knowledge of MS Office Suite
- Certification in Economic Development would be an asset
- Experience in economic development would be an asset
- Ability to effectively communicate in both English and French is an asset

**How to Apply**

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **June 13, 2025**.

**Via Email:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

*The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.*

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