



**CONTRACT BUSINESS ADVISOR**  
**(for the Link North Innovation Centre Project)**  
**(until June 4, 2027)**  
**COMPETITION NO.: ED-2025-05**



<b>Posting Date:</b>	September 16, 2025	<b>Closing Date:</b>	October 3, 2025
<b>Department:</b>	Economic Development	<b>Hours per Week:</b>	35 hours per week
<b>Benefits Entitlement:</b>	No	<b>Existing Position:</b>	Yes
<b>Pension Entitlement:</b>	Yes - Employer Matched Contributions		
<b>Salary Level 105</b>	\$80,207 – 100,264 (2025)	<b>Union:</b>	Non-Union

**Interviews are tentatively scheduled for October 17, 2025. Further details (including time and location) will be provided to candidates selected for interviews.**

**Position Summary**

The new team member will assist Timmins Economic Development to develop and strengthen capacities among clients of the Link North regional innovation centre. They will use their knowledge of planning and business development resources available to provide advisory services to entrepreneurs that help them commercialize, scale and/or grow their operations. They are an action-oriented individual with strong networking skills and knowledge of the regional economy that will build support networks for entrepreneurs and businesses resulting in economic growth, diversification and new job creation.

**Duties**

- Provide one-on-one business advisory services and help clients access supports toward commercializing, scaling, and/or growing their operations
- Review and manage ongoing work with Link North clients, and their progress toward achieving their work plan objectives
- Build and strengthen collaboration with regional and provincial innovation ecosystem. Increase clients' knowledge of this ecosystem, work with them to access business development supports
- Provide support to various marketing and programming initiatives
- Other duties as assigned

**Qualifications**

- Post-Secondary graduate with specialization in areas related to commerce or marketing, or other relevant education
- Strong communication, research and analytical skills
- Knowledge of the region, economics, and small to medium-sized businesses in the communities
- Knowledge of federal and provincial government agencies that provide business start-up and expansion funding and supports
- Knowledge of business development tools such as the business model and value proposition canvases
- Solid knowledge of MS Office Suite and video conferencing programs (e.g. 'Zoom')
- Ability to work independently and in a team situation
- Ability to effectively communicate in both English and French is an asset
- Experience providing one-on-one business client advisory services is an asset
- Knowledge and experience with Adobe Photoshop & InDesign, Canva and other graphic design software 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 **October 3, 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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[\(705\) 264-1331](tel:7052641331)