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aurora.ca

Town of Aurora
Employment Opportunity
Corporate Services

Division of Human Resources

Economic Development, Senior Student

Employment Type: Contract, Full Time

Contract Duration: May - End of August 2026 (approx.)

Location: Aurora, Ontario

Salary Range: \$18.64-\$21.19 per hour

Vacancy Reason: Seasonal Demand

Closing Deadline: February 16, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Manager, Economic Development, you will be responsible for general assistance to the Economic division, including but not limited to:

- Digital marketing & communications support: support the creation and publishing of content for the Economic Development website, e-newsletters, and social media platforms.
- Data collection & economic research: conduct research on local businesses, employment sectors, investment activity, and peer municipalities to support reports and initiatives.
- Database management: assist with maintaining business contact databases and CRM systems, ensuring accuracy and supporting stakeholder tracking.
- Digital assets & program promotion: support the creation presentations and promotional materials.
- Administrative & operational support: provide administrative assistance to the Economic Development team, including coverage during summer vacation schedules.

Qualifications

- Must be currently enrolled in and returning to classes in September 2026 on a full-time basis in a post-secondary program in Economic Development, Business Administration, Digital Marketing / Marketing Communications, or related study with relevant.
- Previous work experience in Planning or a related discipline will be considered an asset.
- Must be proficient in MS Office applications, with good research skills.
- Possess excellent communication and customer service skills, able to deal courteously and effectively with all levels of staff and the public.
- Demonstrate strong time-management and organizational abilities, effectively assessing priorities and working independently to meet deadlines, even when facing conflicting demands and shifting priorities.
- Be able to maintain confidentiality and exercise good judgement/discretion in dealing with confidential information and responding to inquiries.
- Must have a reliable vehicle and possess a Class "G" license in good standing.
- Must be able to work shifts including mornings, days, afternoons, evenings, and weekends.

Successful candidates to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.