



Economic Development Officer
Permanent Full-Time
J0226-0545

The Town of New Tecumseth is looking for an Economic Development Officer to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Under the direction of the Manager, Growth, Innovation and Economic Development, this position is responsible for facilitating, promoting, and ensuring economic health and vitality of the local economy by executing a strategic approach to business retention, expansion and attraction.

How you contribute to our organization:

- Event Planning and Management
 - Lead the planning, coordination, and execution of community events to support economic development objectives.
 - Collaborate with local businesses, organizations, and stakeholders to ensure successful event delivery and maximize community participation.
 - Monitor event outcomes and gather feedback to continuously improve future programming.
- Small Business Engagement
 - Act as the primary point of contact for small business owners, entrepreneurs, early-stage startups, business improvement areas (BIA's) and partners seeking guidance and support within the municipality.
 - Lead Seasonal Curbside Patio Program on behalf of the Town
 - Support the Town's Community Improvement Plan (CIP) to promote the conservation, enhancement and beautification of buildings and properties in the historic downtowns of Alliston, Beeton and Tottenham.
 - Respond promptly and professionally to inquiries, providing accurate information and resources tailored to the needs of the local business community.
 - Offer personalized assistance to new and existing businesses, addressing challenges and facilitating connections to municipal services and programs.
 - Maintain a welcoming and knowledgeable presence, fostering trust and collaboration between businesses and municipal departments.
- Support the continuous design, development, implementation, and monitoring of the Town's Economic Development Strategy
- Support business retention, expansion and attraction including the development of programs and policies to assist the business community
- Facilitate tourism opportunities throughout the municipality including building partnerships and supporting the creation of an overall tourism strategy for the town.
 - Identify and develop tourism opportunities to enhance the municipality's profile as a destination of choice.
 - Establish and nurture partnerships with local tourism operators, cultural organizations, and regional stakeholders.
 - Lead the creation and implementation of a comprehensive tourism strategy, aligning with the town's broader economic development goals.
 - Coordinate tourism marketing initiatives and promotional campaigns to attract visitors and support local businesses.
 - Monitor tourism trends, gather feedback from industry partners, and adjust strategies to maximize community benefit.
- Support the research and application of grants applicable to economic development and

tourism activities.

- Coordinates economic research by collecting, collating and analyzing data pertinent to economic growth in the Town, determine data relevance and develops recommendations to the Manager.
- Prepare staff reports for Council's consideration as directed and updates economic strategies and policies accordingly, as needed.
- Supports in the creation, development and maintenance of Town Economic Development marketing and promotions collateral and campaigns.
- Maintains economic development web pages through ongoing updates and content additions, business-oriented events calendar and available land database.
- Collaborates with internal departments to develop a cooperative and timely process for business development approval, developing and adhering to time frames for each process required. Advises the development and business communities on the development approval process; reviews and provides comments from an economic development perspective on planning development applications. Acts as liaison and assists the public, industrial, commercial and retail clients going through the internal Town development process.
- Acts as a resource for community groups and other development services and associations to provide assistance regarding business and economic development-related marketing, advertising and communications issues; organizes staff presentations to groups.
- Responds to inquiries and provides status reports on current leads; maintains a database of new developments to monitor the growth and changing character of the Town's employment areas.
- Supports the development, implementation and maintenance of a comprehensive Town Business Directory, including an inventory of available commercial properties for lease or sale across the community.
- Prepares reports, policies, by-laws, makes recommendations, and presentations and attends Council/Committee, community group, public and/or other meetings, as required.
- Liaises with the Simcoe County Economic Development and Tourism Departments, South Simcoe municipal representatives to participate in regional activities and ensures that the Town's needs are properly communicated. Further liaises with local business organizations, employment/community development corporations to support community-lead economic development and workforce development initiatives.

What you bring to the team:

- Requires a university degree in Business, Political Science, Planning or related discipline.
- An Economic Development certificate through 2 year post graduate course and attainment of Economic Development designation is an asset.
- 4-5 years' experience in a related environment.
- Class G Drivers License in good standing.
- Requires knowledge of community economic development theories and practices as well as knowledge of local and regional economic development potential and opportunities.
- Requires a good understanding of municipal planning processes, working knowledge of the Ontario Municipal Act, Planning Act and Regulations.
- Requires an understanding of municipal affairs, business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of real estate as well as geographic and socio-economic characteristics of New Tecumseth.

Salary: \$78,569.73 - \$99,756.21, plus employer paid benefits and OMERS pension plan

Hours: 35 hours per week, 8:30 am - 4:30 pm, Monday - Friday

Location: Town Hall, 24 Tupper Street West, Alliston

Start Date: April 13, 2026

To apply, please submit a cover letter, resume and copies of the required credentials (degree, training, etc) on our [website](http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0226-0545&BRID=EX345325&SBDID=20651&LANG=1) by March 8th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0226-0545&BRID=EX345325&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.