



100 John West Way
Aurora, Ontario
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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Senior Economic Development Officer

Employment Type: Contract, Full Time (approx. 12 months)

Location: Aurora, Ontario

Salary Range: \$110,254.24 to \$137,817.61

Vacancy Reason: New Temporary Vacancy

Closing Deadline: August 6, 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, the Senior Economic Development Officer will be responsible for building and maintaining relationships with organizations, various levels of government and the business community. The position will assist in the development and implementation of programs and initiatives that drive results in support of the Economic Development Strategy. The role is responsible for domestic and international marketing, information, and educational programs, and to assist in the retention, development, expansion and attraction of new industry to the Town, with special attention to corporate calling and strategic alliance initiatives.

Responsibilities

- Identify, create and promote strategies for retention and expansion of existing business including the corporate calling program.
- Research, analyze data and reports, cold call, network, and build strategic alliances with key partners.
- Create investment attraction and/or collaboration proposals and deliver presentations to potential stakeholders and strategic partners.
- Use various media to promote and advertise the Town including maintaining the economic development website and social media pages.
- Seek out opportunities for local, regional alliances/partnerships, including attending events representing the Town.
- Develop, organize, and host large-scale business events to strengthen industry sectors, and build the Town's brand.
- Host incoming delegations which include planning agendas organizing meetings and tours/site visits, creating, and giving presentations, arranging gifts and dinners.
- Lead, oversee, implement, and report on various projects, including coordinating consultations with key stakeholders.
- Propose specific tactics to achieve the overall objectives and goals within a strategy.
- Support internal teams with business connections, business inquiries and issues/opportunities that impact businesses.
- Support the Aurora Economic Development Corporation, and other local Boards.

- Supervise volunteers and students, as required.

Qualifications

- University Degree in Business Administration; Economics; Marketing; Local Economic Development; or related discipline coupled with seven (7) years of relevant professional experience, including at least three (3) years of municipal economic development experience with an emphasis on strategy implementation.
- Membership with the Economic Development Association of Canada or Economic Development Council of Ontario.
- Superior networking, interpersonal, negotiation, problem solving and presentations skills.
- Excellent project management, analytical, research, reporting writing skills.
- Proficient in MS Office applications, iCreate, Adobe, Sprout, Canva, etc.
- Ability to attend meetings outside of regular business hours, as may be required an
- Must hold a valid Class "G" driver's license in good standing and have access to a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their 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.