

CAREER OPPORTUNITY

ECONOMIC DEVELOPMENT OFFICER

Location: Charlottetown, PE



SALARY	EMPLOYMENT	APPLY BY
\$81,721.13 - \$96,143.30	Full-time UPSE	August 14, 2026, 4:00 p.m.

Join our team and help shape opportunity, investment and long-term prosperity in the City of Charlottetown!

The City of Charlottetown is seeking an experienced and forward-thinking **Economic Development Officer** to support economic growth, investment attraction, and business development initiatives across the city.

Reporting to the Manager of Economic, Tourism and Cultural Development, the successful candidate will work closely with local businesses, community partners, government agencies, investors, and internal departments to strengthen Charlottetown's economic ecosystem and advance opportunities for long-term prosperity.

What You'll Do

- Lead business retention and expansion initiatives.
- Support investment attraction and Foreign Direct Investment opportunities.
- Build strong relationships with businesses, community organizations, industry partners, and all levels of government.
- Research and analyze economic trends, workforce data, investment readiness, and emerging opportunities.
- Support businesses in navigating municipal processes, programs, funding opportunities, and available resources.
- Prepare reports, briefing notes, funding applications, recommendations, and communication materials.
- Coordinate programs, events, and networking opportunities that encourage business collaboration and growth.
- Represent the City at conferences, trade shows, community events, and business missions.
- Contribute to strategic planning, departmental budgeting, and the monitoring of key economic performance indicators.

We're Looking for Someone Who Has

- A bachelor's degree in Economic Development, Business Administration, Public Administration, or a related field.
- A minimum of three (3) years of related experience in economic development, business development, municipal government, community development, or investment attraction.
- Strong communication, presentation, relationship-building, and stakeholder engagement skills.
- Experience managing multiple projects, priorities, budgets, and timelines.
- Strong research, analytical, and report-writing abilities.
- A valid driver's license and reliable access to transportation.
- The ability to travel within and outside the province, as required.

Professional designations, municipal government experience, CRM experience, and bilingualism in English and French are considered assets. An equivalent combination of education and experience may also be considered.

Why Join the City of Charlottetown?

This is more than a leadership role – it's an opportunity to make a lasting impact on one of Atlantic Canada's fastest-growing communities. When you join our team, you'll enjoy a rewarding career supported by an outstanding benefits package, including:

- ✓ 50/50 employer/employee cost-shared Canada Life Health & Dental Benefits
- ✓ Defined Benefit Pension Plan
- ✓ Generous vacation entitlement
- ✓ Paid sick leave
- ✓ Family Leave Days
- ✓ Employee Assistance Program (EAP)
- ✓ Ongoing professional development opportunities
- ✓ A collaborative leadership team committed to innovation and public service
- ✓ And much more!

Apply Today!

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Applications should clearly demonstrate how you meet the qualifications for the position, as screening will be based on the information provided.

For more information about this employment opportunity, please refer to the below job description.



ECONOMIC DEVELOPMENT OFFICER

NATURE OF WORK: The Economic Development Officer is responsible for supporting economic growth and investment attraction initiatives for the City of Charlottetown. This role contributes to the advancement of corporate objectives and strategic priorities that drive economic momentum. Serving as a key connector, the Officer collaborates with internal teams, external partners, and stakeholders to support business retention, expansion, attraction and community economic development initiatives. The position will contribute to forward-thinking initiatives, strategic advancement, and leverage their expertise to help strengthen Charlottetown's economic ecosystem and advance opportunities that contribute to long-term prosperity.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Economic, Tourism and Cultural Development.
- Develops and maintains working relationships with Council, CAO, departmental managers, supervisors, and all City employees to coordinate and support the planning and uplift of economic efforts.
- Develops and fosters strong, collaborative working relationships with all levels of government, relevant external organizations and agencies, the business community, as well as partners and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the team for the City of Charlottetown, the Economic Development Officer acts as a positive role model for all employees throughout the organization.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Leads Business Retention and Expansion (BR&E) efforts with a focus on supporting, protecting, and growing existing local businesses.
- Supports the advancement of Foreign Direct Investment (FDI) files while maintaining meaningful relationships with local, provincial, national, and international partners.
- Works closely with partners and stakeholders to ensure continued growth and rejuvenation of the downtown core.
- Analyzes business trends, economic conditions, investment readiness, workforce and labour data, and emerging issues through ongoing research and data mining to generate actionable insights that inform strategic decision-making.

- Prepares reports, briefing notes, and updates for management and Council on matters related to economic development.
- Supports the development, implementation, and monitoring of strategic plans and policies related to economic development.
- Represents the City of Charlottetown at conferences, trade shows, community events, and business missions, as required.
- Supports the development of economic development marketing assets, including, but not limited to, investment profiles, websites, magazine ads, etc.
- Builds strong relationships with local businesses, key stakeholders, and community members through proactive outreach, effective communication and engagement.
- Serves as a liaison between the City of Charlottetown and business community to promote collaboration, identify opportunities, support economic growth, and advance development initiatives.
- Supports businesses in navigating municipal processes, permits, and services by way of collaboration, removing barriers, and accelerating the advancement of key projects.
- Identifies and advances opportunities to support business retention, expansion, and new investment attractions, inclusive of connecting businesses with government funding programs, workforce development supports, and other key resources.
- Supports and delivers programs, initiatives, and events that strengthen the local business environment by coordinating business events and networking opportunities that encourage collaboration and growth.
- Prepares funding applications, reports, recommendations, and communication materials to effectively support engagement with internal and external stakeholders.
- Builds, strengthens, and monitors strategic partnerships with community organizations, industry associations, and government agencies to advance impactful economic development initiatives.
- Collaborates with all levels of government, as well as immigration settlement and community integration organizations, to help create a diverse, inclusive, and welcoming community.
- Contributes to the development, tracking, and monitoring of key economic performance indicators (KPIs).
- Contributes to the annual departmental budget planning and development process.
- Performs other such related duties, responsibilities and functions as may be assigned.

REQUIRED COMPETENCIES:

- Knowledge of economic development principles, including economic trends, business retention, and expansion programs, investment attraction, workforce development, entrepreneurship and small business development, community engagement, government funding programs, incentives and community planning.

- Advanced, verbal, and written communication skills with strong abilities in presentations, community and stakeholder engagement, and partnership-building.
- Proven ability to build and maintain effective relationships with elected officials and colleagues, business owners, investors, government officials, community organizations, and Indigenous and cultural organizations where applicable.
- Experienced in managing multiple projects simultaneously, including developing work plans, budgets, and timelines to ensure successful delivery.
- Skilled in coordinating committees, consultants, and partners while tracking outcomes and measuring economic impact to support strategic decision-making.
- Ability to work effectively both independently and collaboratively in a diverse, fast-paced environment, while demonstrating sound judgement and the ability to handle sensitive and confidential information with tact, professionalism, and discretion.
- Demonstrated computer proficiency and advanced skills in computer applications, including Microsoft Office Suite and data management systems. CRM experience is considered an asset.
- Strong working knowledge of corporate budgeting principles, with the ability to apply financial and budgetary skills effectively.

REQUIRED QUALIFICATIONS:

- Must have a bachelor's degree in Economic Development, Business Administration, Public Administration, or a related field.
- A minimum of three (3) years of experience in economic development, business development, municipal government, community development, investment attraction, or a related field.
- Professional development and relevant professional designations will be considered an asset.
- The ability to travel within and outside the province, as required, to effectively support departmental goals and objectives.
- An understanding of public administration, municipal affairs, and related protocols is considered an asset.
- Must have a valid driver's license and reliable access to transportation.
- Bilingualism English/French will be considered an asset.
- An equivalent combination of education and experience may be considered.
- Must be legally entitled to work in Canada.

Salary: \$81,721.13 - \$96,143.30 annually as per the UPSE Collective Agreement

How to Apply:

Please submit a cover letter, detailed resume, and references by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Economic Development Officer**” and submitted by **August 14, 2026, at 4:00 p.m.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4135 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.