



## Job Description

**JOB TITLE:** Economic Development Officer

**SUPERVISOR:** Community Development Manager

**DEPT.:** Administration/Community Development

**GROUP:** Temporary, Non-union

**TERM POSITION:** Up to 3 Years, FedNor Funded

**PREPARED BY:** Stacy Moffat

**PREPARED:** March 11, 2026

**LAST REVISED:** April 21, 2026

### POSITION SUMMARY

The Economic Development Officer (EDO) will work towards advancing the Township's Strategic Plan priorities related to economic development. The EDO will develop, coordinate, and implement initiatives that support business growth, economic diversification, and investment attraction within the municipality and facilitate connections between stakeholders (local businesses, entrepreneurs, regional partners) to strengthen the local economy.

### QUALIFICATIONS

- Degree or diploma in economic development, business administration, public administration, planning, marketing, or a related field.
- Demonstrated experience in economic development, community development, municipal government, business support, or project management considered an asset.
- Knowledge of government funding programs, grant writing, and economic development tools are considered assets.
- Excellent written and verbal communication skills.
- Strong research, analytical, and organizational skills.
- Experience working with businesses, community organizations, and stakeholders.
- Valid Ontario Class G driver's license and access to reliable transportation.

### DIRECTION RECEIVED/INDEPENDENT ACTION

- Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.
- Receives assignments, priorities, and strategic direction from the supervisor.
- Works independently to carry out assigned projects and initiatives.

- Exercises judgment in coordinating activities and responding to routine inquiries from businesses, partners, and the public.
- Receives direction regarding irregular or complex assignments.
- Work is reviewed periodically by the supervisor prior to publication or broadcast.

## **SUPERVISION/DIRECTION OF OTHERS**

- Not responsible for the supervision of others.
- May coordinate work with interns, students, volunteers, business owners, community members, or project partners where required.
- Required to follow safe work practices to avoid personal injury and ensure compliance with applicable workplace safety requirements.

## **WORKING RELATIONSHIPS**

### **Routine Contacts:**

- Local business owners and entrepreneurs.
- Aguasabon Chamber of Commerce and other local business organizations.
- Municipal departments and staff.
- Regional economic development organizations and government agencies.
- Provincial and federal funding program representatives.
- Community organizations, stakeholders, and development partners.

## **DUTIES AND RESPONSIBILITIES**

### **Business Engagement and Community Liaison**

The Economic Development Officer will serve as a visible municipal contact for the local business community and will facilitate connections between businesses and appropriate support organizations.

- Develop and maintain relationships with local businesses to understand business needs, challenges, and opportunities for growth to inform municipal economic development initiatives.
- Establish and maintain a **Business Visitation Program** to engage local businesses on an ongoing basis to understand business needs, identify emerging issues, and gather information that can inform municipal economic development initiatives.
- Maintain an up-to-date inventory of local businesses and key industry sectors within the community.
- Act as a liaison between the Township and the business community by connecting businesses with appropriate partner organizations that provide advisory services, financing programs, training, and other supports.
- Facilitate referrals to regional and provincial economic development partners where specialized business support is required.

- Work collaboratively with organizations such as the Aguasabon Chamber of Commerce, Superior North CFDC, Superior Country, and regional economic development agencies to support local business development initiatives.

### **Investment Readiness and Attraction**

- Support the Township's efforts to remain investment ready by assisting with the development and maintenance of economic development resources and investment materials.
- Assist with the development and ongoing maintenance of a **Community Economic Profile** highlighting key economic indicators, workforce characteristics, infrastructure assets, and development opportunities.
- Assist with profiling the Township and regional labour force and maintaining current economic development information on the Township's website.
- Develop and maintain a property inventory of available commercial and industrial lands and buildings, updating information regularly.
- Assist in the creation of investor-focused marketing materials ("sell sheets") for available commercial and industrial properties.
- Track and coordinated responses to investment and development inquiries received by the Township, working with relevant municipal departments as required.
- Maintain and update economic development information and investment materials that support investor inquiries and business attraction opportunities.

### **Economic Development Planning and Strategic Initiatives**

- Support the implementation of economic development initiatives identified within the Township's Strategic Plan.
- Assist with the development and implementation of a **Community Improvement Plan (CIP)** to support local business development and investment attraction.
- Assist in identifying sectors and industries that may be well suited for development within Terrace Bay based on available infrastructure, workforce characteristics, and community assets.
- Support initiatives that identify potential properties that could be developed into shovel-ready employment lands.
- Assist with economic development research and analysis to support municipal planning and investment attraction activities.

### **Collaboration and Partnerships**

- Work collaboratively with municipal departments, committees, and regional partners to support economic development initiatives.
- Support the work of relevant municipal committees involved in economic development and business support initiatives.
- Participate in regional economic development discussions and initiatives where appropriate.

- Facilitate communication between municipal staff, businesses, and external economic development partners.
- Maintain confidentiality with respect to municipal and business information where required.

### **Administrative and Reporting**

- Maintain records and data related to economic development activities and business engagement.
- Prepare reports and updates for municipal administration and Council regarding economic development initiatives and progress.
- Assist with tracking progress on economic development actions identified in the Township's Strategic Plan.
- Perform other related duties as assigned that are consistent with the objectives of the position.

### **KEY OUTCOMES OF THE POSITION**

- Improved engagement with the local business community
- Increased investment readiness for commercial and industrial development
- Development of economic development resources to support investor inquiries
- Strengthened connections between Terrace Bay businesses and regional support organizations
- Implementation of economic development initiatives identified in the Township Strategic Plan

### **WORKING CONDITIONS**

- Work is primarily conducted in an office environment with regular interaction with the business community and municipal staff.
- The position involves attending meetings, conducting business visits within the community, and occasional travel within the region.
- Working hours are normally 8:30 a.m. – 5:00 p.m. Monday to Friday (Lunch 12:00 – 1:00), with occasional evening or weekend hours required for meetings or community events.
- Flexible work arrangements, including limited remote work, may be considered in accordance with municipal policies and operational needs.

### **PHYSICAL REQUIREMENTS**

- Sitting for extended periods while performing administrative tasks.
- Occasional walking, standing, and travel within the community for meetings and business visits.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	