



THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives Department
Economic Development Division

Requires a

Two Year Temporary Part Time Economic Development Project Coordinator

The Economic Development Project Coordinator reports to the Director of Economic Development and is responsible for the County's Global Talent Attraction Initiative and Live and Work Wellington Initiatives.

This position works approximately 21 hours weekly. Some flexibility of hours is required.

The minimum qualifications for this position include:

- Three year college diploma in economic development, business administration or related field.
- Minimum two years of experience or equivalent, preferably in municipal/economic/tourism/business development.
- Knowledge of local business community and business needs.
- Knowledge of Canadian immigration policies, labour market and population trends.
- Project management experience, with the ability to work independently, make decisions and deliver projects on time.
- Excellent verbal and written communication skills, with the ability to demonstrate respect and exercise confidentiality.
- Ability to deal tactfully with members of the public, both rural and urban stakeholders.
- Proficiency in Microsoft Office Suite, email and internet.
- Professionalism, representing the County of Wellington.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

This position offers an hourly rate of: \$31.32 to \$36.65 (2022 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #179-22 by Thursday, May 19 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Economic Development Project Coordinator	Reports to: Director of Economic Development
Department: Museum and Archives/Wellington Place	Positions Supervised: 0
Effective: February 2016	Revised: April 2022

BASIC FUNCTION:

The Economic Development Project Coordinator reports to the Director of Economic Development and is responsible for the County's Global Talent Attraction Initiative and Live and Work Wellington Initiatives.

PRINCIPAL RESPONSIBILITIES:

Under the direction of the Director of Economic Development, the Economic Development Project Coordinator has the following duties and responsibilities:

- Provide information to businesses about accessing the immigration system to support their business needs and encourage employers to hire newcomers.
- Leverage the County's existing resources in Social Services and Economic Development by working cooperatively with community social services partners, to assist and support newcomers as they adjust to life in Wellington County.
- Develop and conduct Welcoming Community activities that will help encourage local conditions to support newcomer attraction and retention to Wellington County.
- Coordinate events, workshops and tours that support talent attraction and welcoming actions.
- Develop and implement a newcomer attraction and retention strategy using the Community Immigration Retention Rural Ontario (CIRRO) programme.
- Follow up with Wellington employers who express a desire for further information or assistance.
- Conduct interviews with businesses that intend on exporting or wish to leverage the immigration system for new talent.
- Work with key partners to connect businesses with immigrants already residing in our community including internationally trained professionals and international students as opportunities emerge.
- Work to attract, integrate and retain immigrants to Wellington County to address the local demand for skilled workers, targeting major industries such as manufacturing, agriculture and health care.
- Generate information and brochures for programme awareness and promotion.
- Apply 'best practices' from the already developed Employer Toolkit and the County Employment Resource Centre in outreach and presentations to local enterprises.

- Identify and compile a list of businesses to profile as ‘business champions’.
- Assist in writing success stories profiling local businesses and internationally trained immigrants.
- Provide project updates and recommendations to the Guelph Wellington Local Immigration Partnership committee meetings.
- Monitor and promote the job portal.
- Attend industry events, seminars and workshops.
- Develop and deliver presentations on economic development initiatives to internal/external stakeholders.
- Other duties as assigned.

SKILLS AND COMPETENCIES:

- A high degree of self-initiative and thoughtfulness in decision making.
- Able to respect and exercise strict confidentiality guidelines regarding project work, businesses and the County of Wellington.
- Demonstrate a high level of professionalism when completing all duties.

MINIMUM QUALIFICATIONS:

- Three year college diploma in economic development, business administration or related field.
- Minimum two years of experience or equivalent, preferably in municipal/economic/tourism/business development.
- Knowledge of local business community and business needs.
- Knowledge of Canadian immigration policies, labour market and population trends.
- Project management experience, with the ability to work independently, make decisions and deliver projects on time.
- Excellent verbal and written communication skills, with the ability to demonstrate respect and exercise confidentiality.
- Ability to deal tactfully with members of the public, both rural and urban stakeholders.
- Proficiency in Microsoft Office Suite, email and internet.
- Professionalism, representing the County of Wellington.
- A valid driver’s licence (minimum G2 Class) and access to a reliable vehicle.

OTHER:

- Location: Administration Centre (Governor’s Residence), 74 Woolwich Street, Guelph, with travel within the County of Wellington and City of Guelph areas.
- Hours of work: 21 hours per week; 8:30 am – 4:00 pm, Monday to Friday. Flexibility of hours is required including working both evenings and weekends as needed.