

NORTH GLENGARRY NORD



Job Title:	Economic Development Officer
Last Revised:	June 2026
Department:	Community Services
Reports to:	Director of Community Services
Salary:	\$69,850.32 - \$82,154.11

The Economic Development Officer (EDO) is responsible for developing, managing, and implementing community economic development programs and initiatives for the Township of North Glengarry, with a strong emphasis on attracting new investment, facilitating the expansion of existing businesses, and advancing business retention. This includes supporting and growing the Township’s business base through targeted outreach, relationship management, and strategic initiatives, while also identifying and addressing opportunities and challenges faced by local businesses. The EDO plays a key role in strengthening the local economy by fostering business growth and investment, creating local employment opportunities, and enhancing the Township’s property tax base.

KEY DUTIES AND RESPONSIBILITIES:

- Create, build and maintain strong relationships with local businesses, community organizations, government agencies, community leaders, and internal and external stakeholders.
- Develop and implement economic development strategies, priorities, and long-term plans to support business attraction, retention, and growth.
- Lead the Township’s Business Retention and Expansion efforts by conducting regular business outreach and site visits, identifying opportunities and challenges facing local businesses, coordinating timely follow-up actions, and connecting businesses with appropriate municipal, regional, and external resources to support business growth and sustainability.
- Integrate economic development priorities with municipal planning processes, including land use planning, development approvals, and growth management strategies.
- Facilitate meetings with prospective developers and investors; provide informed guidance on municipal planning and approval processes, applicable by-laws, policies, and development frameworks; and collaborate closely with the Township’s Building and Planning Department.
- Support the work of economic development related committees (Community Development Committee and the Arts, Culture and Heritage Committee).
- Lead and support tourism development initiatives and actively promote North Glengarry as a destination for tourism, culture, and regional experiences.
- Represent the Township at regional and other various meetings, conferences and events related to economic development.
- Lead the promotion, administration, and evaluation of the Township’s Community Improvement Plan (CIP) and Community Grant Program (CGP), including supporting

applicants through the intake, application, and approval process while acting as a liaison with municipal staff and partners. Provide recommendations to senior management regarding enhancements to the CIP and CGP to better support business attraction, retention, and expansion, ensuring alignment with the Township's Strategic Plan and economic development priorities.

- Act as a local liaison in the administration of the SDG Counties Regional Incentive Program.
- Prepare and disseminate information regarding the availability of land, buildings and other facilities conducive to the promotion of business and industry.
- Provide information to prospective entrepreneurs, agencies, the community and other interested bodies on matters relating to economic development.
- Maintain up-to-date community and market data to support investment attraction and respond to business inquiries.
- Research and apply for grants related to economic development for key projects as identified by the Administration or Council.
- Organize special events, such as Meet me on Main Street, Evening of Excellence Business Awards, and Business Networking events and workshops. Attend and support community events organized by external stakeholders as required and coordinate with Township communications staff to ensure effective promotion and public awareness of initiatives, programs, and opportunities.
- Other duties as assigned.

POSITION QUALIFICATIONS:

- Post-secondary education in Economics, Planning, Business Administration, Public Administration, Communication or a related field; or an equivalent combination of education and experience.
- An economic development (Ec. D.) or professional planning designation (e.g., MCIP, RPP) is considered an asset; the ability and willingness to obtain such a designation is also considered an asset.
- A minimum of three years of experience working in economic development and/or planning, in the municipal or broader public sector, is preferred.
- Knowledge of land use planning processes, municipal approvals, and development frameworks is considered an asset.
- High degree of professionalism, coupled with strong relationship building and oral and written communication skills.
- Strong ability to work both independently and as a motivated team member.
- In-depth knowledge of economic development strategies, theories and programs.
- Ability to manage multiple priorities and work both independently and collaboratively.
- Analytical and research skills, including interpreting economic and market data.
- Proficiency with Microsoft Office and digital tools (social media, websites, etc.)
- Valid Class G driver's licence and access to a vehicle is required.
- Ability to provide a current satisfactory Criminal Record Check.
- Bilingualism (French/English) is an asset.

WORKING CONDITIONS:

- The work is primarily performed in an office environment.
- Flexibility to attend meetings and events outside regular business hours (evenings/weekends) is required.

ACCESSIBILITY:

The Township of North Glengarry is committed to creating an inclusive and accessible workplace. Accommodations are available upon request throughout the recruitment process.

TO APPLY:

All interested applicants are invited to send their resume to csdirector@northglengarry.ca by June 19, 2026 at 4:00pm.