



Township of White River

Economic Development Officer

3 Year Term / 35 Hours per Week

Salary up to \$75,000.00, plus 2% Cost of Living Increase Annually

The Township of White River is currently seeking a qualified and motivated individual to fill the position of **Economic Development Officer (EDO)**.

Reporting directly to the Chief Administrative Officer (CAO), the EDO will develop, coordinate and implement initiatives that support business growth and economic diversification while maintaining a public office. The EDO is responsible for supporting local businesses, the White River Economic Development Committee, Community Development Corporation, the Township Economic Development office as well as the Council to achieve the goals set out in the Township of White River's Strategic Plan.

Key Responsibilities

- Work with the CAO, Council and others as delegated
- Oversee any staff or volunteers working within the Economic Development office.
- Put together proposals for economic development projects with the intent to submit for funding as opportunities arise.
- Apply for funding to finance economic development projects.
- Provide direction and resources to entrepreneurs interested in new ventures that would be providing goods and services to the community.
- Liaise with local First Nation and field inquiries from the public.
- Assess and update the needs of the community, ie. labour shortage, lack of business space for new ventures as well as tourism, culture and recreation.
- Complete projects currently underway
- Complete actions and initiatives as per the Township of White Rivers Strategic Plan including any studies, plans, proposed projects or community enhancements that need to be completed.

Qualifications and Requirements

- Degree, diploma or certifications in business, economic development, business administration, public administration, planning, marketing, project management/coordination, a related field or an equivalent of education and experience.
- Previous experience in economic development, government work at any level, community development or project management/coordination would be considered an asset.
- Knowledge and understanding of grant and proposal writing including seeking out different levels of funding programs, coordinating activities and initiating studies or projects are all considered an asset.
- Strong organizational, multitasking, and time management skills with the ability to work independently and adapt to changing priorities.
- Ability to maintain professionalism and accuracy while handling frequent interruptions and customer inquiries.
- Experience working with local businesses, community committees or groups, stakeholders, and different levels of government.
- Strong research and analytical skills as well as strong written, verbal communication and customer service skills.
- Proficiency in Microsoft Office applications

Application Information

Interested candidates are invited to submit a cover letter and resume. Applications must be received no later than **Monday, August 31st, 2026, at 3:00pm.**

Submit Applications to:

Township of White River
102 Durham Street
P.O. Box 307
White River, Ontario P0M 300

Email: cao@whiteriver.ca
Fax: 807-822-2719

For additional information, please call:
(807) 822-2450 ext. 206

The Township of White River thanks all applicants for their interest; however, only those selected for an interview will be contacted.