



**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH
requires a person to fill the position of**

**BUSINESS RETENTION & EXPANSION
PROGRAM COORDINATOR**

Part time 30 hours per week - 6 month contract position

The successful applicant will be responsible for coordinating Wellington North's Business Retention & Expansion Program and ensure it is designed, planned, organized and carried through to implementation and evaluation of local action plans. Working with the Township's Business & Economic Manager, the Economic Development Committee and Council to ensure sustainable growth of a diverse and stable economy for the Township of Wellington North.

Qualifications for this position include:

- A University Degree/College Program or equivalent experience in Community Economic Development, Business Administration or Social Service
- Innovative and outgoing individual with experience in development, analysis and/or delivery of Community projects and/or Business Retention & Expansion Programs
- Strong Project Management skills in planning, organizing, designing, implementing and evaluating.
- Exceptional communication, teamwork and leadership skills
- Proficiency in Microsoft Word, Excel and Power Point

A job description may be obtained from the Business Economic Manager's office upon request. Applicants are required to submit their resumes, detailing a short description of education, skills, relevant employment history and experience. Resumes submitted must be received no later than 4:00 p.m., July 30th, 2010.

Dale Small, Business Economic Manager, Township of Wellington North,
7490 Sideroad 7 West, P. O. Box 125, Kenilworth, ON N0G 2E0,
or by Fax 519-848-3228, or e-mail: dsmall@wellington-north.com .

In accordance with the Municipal Freedom of Information and Protection of privacy Act, the information gathered will be used solely for the selection of a candidate. We thank all applicants who apply for this position, but only those candidates selected for an interview will be contacted.