

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Economic Development Student

Department:	Economic Development & Strategic Projects
Classification:	Full-time, Term
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday – Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$26.71 per hour (2024 rates of pay)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)>
Date Posted:	Friday, March 21, 2025
Deadline to Apply:	Sunday, April 6, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Economic Development Student.

The successful incumbent is responsible for performing various duties primarily associated with economic development and tourism projects and initiatives undertaken by the City. Performs administrative support duties including composing, reviewing and typing a variety of correspondence, responding to routine enquiries, invoice processing, and general communication initiatives.

Primary Responsibilities

- Assists with various economic development and tourism projects and initiatives.
- Performs independent research on economic and tourism trends and statistics.
- Reviews and prepares packages for investment enquires and leads.
- Reviews business enquiries and prepares necessary information for review and action by the Manager.
- Compiles necessary background information related to investment projects.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Currently enrolled in a post- secondary program in the field of Business, Commerce, and/or Communications.
- Previous experience working with the public.
- Previous experience in a Municipal environment would be an asset.

Knowledge, Skills and Abilities

- Demonstrable knowledge of current economic development practices.
- Ability to take direction and perform duties with minimal supervision.
- Demonstrated ability to research and compile relevant data.
- Ability to work independently and as a member of a team environment.
- Proficient in the use of personal computers and Windows based computer applications.
- Ability to deal professionally and courteously with staff and members of the public.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes optional participation in our OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

