



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20250709_EDMC
POSITION TITLE:	ECONOMIC DEVELOPMENT & MARKETING COORDINATOR
DEPARTMENT:	COMMUNICATIONS, COMMUNITY RELATIONS, & ECONOMIC DEVELOPMENT
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 17 - \$51.15/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an opportunity for a **Full-Time Regular** Economic Development and Marketing Coordinator in the Communications, Community Relations, and Economic Development Department. This is a UNION position with CUPE, Local 374. The ideal candidate brings proven experience in communications, economic or business development, and has experience engaging with elected officials and community business stakeholders within a local government or broader public sector setting.

NATURE AND SCOPE OF WORK

Under the direction and supervision of the Manager of Communications, Community Relations, and Economic Development, the Economic Development and Marketing Coordinator is responsible for building strong business and community relationships and is experienced in economic development, marketing, and community engagement.

This position conducts research and provides analysis on matters of economic health, real estate, and business trends to create and implement economic development strategies that support business recruitment and retention in Colwood.

Providing functional supervision and operational oversight to staff tasked with community engagement, event coordination, and economic development initiatives, the Economic Development and Marketing Coordinator will oversee implementation of marketing and promotions activities that encourage a thriving and prosperous economy in Colwood.





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As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

POSITION REQUIREMENTS:

- Degree in Business, Public Administration, Real Estate, Business Administration, Economics, Marketing, or related field
- Three years of experience in economic development or business development
- Experience working with government elected or appointed officials and community business stakeholders.
- Expertise with businesses in local industries
- Ability to establish and maintain effective working relationships.
- Experience and demonstrated proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, etc)
- Experience preparing and delivering presentations, publications, and reports.
- Knowledge of and experience with grant writing is an asset.
- Graphic design (InDesign, Illustrator, Photoshop) is an asset.
- Supervisory experience is an asset.
- Municipal government or other public sector experience is an asset.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20250709_EDMC**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Manager of Communications, Community Relations, and Economic Development, at careers@colwood.ca.

A review of applications will begin after 4:30pm on Monday, July 21, 2025.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

