

Coordinator, Planning and Development Services

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Coordinator, Planning and Development Services, you will provide financial and statistical analysis, workflow and coordination and management of strategic/internal communications; coordinator of grant funding, community improvement plan program and the tax rebate programs; interact with other departments and other levels of government on behalf of the Director and/or Managers.

Having the equivalent to a university education in Public Administration, you have three (3) to four (4) years' experience in a planning environment with experience in administrative duties being an asset.

This non-union position has an annual salary range of \$71,951 to \$86,326, based on 37.50 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

Learn more and apply at www.forterie.ca. The deadline for receiving applications is 5:00 p.m. local time on **Tuesday, July 13, 2021**. Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.