

ECONOMIC DEVELOPMENT AND TOURISM COORDINATOR

Employment Status:	Permanent, Full-time
Compensation Range:	\$27.90 to \$31.43 per hour / 35 hours per week
Location:	Komoka, ON
Union/Non-union:	CUPE 101.5

POSITION OVERVIEW

Under the direction of the Director of Economic Development, the Economic Development and Tourism Coordinator provides administrative and coordination support to ensure the efficient operation of the department. The Economic Development and Tourism Coordinator is responsible for organizing departmental activities, maintaining records and communications, assisting with the preparation of materials and reports, and coordination of meetings, events, and projects related to economic development and tourism initiatives.

QUALIFICATIONS

- 2-year college diploma in Office or Business Administration, or closely related program of study.
- 1 to 2 years' experience as an Administrative Assistant, Office Coordinator or similar role.
- Thorough knowledge of communications, marketing and common business software applications.
- Work is performed in-office and in the field. Occasional attendance at evening and weekend tradeshows, events and meetings is required.
- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfil job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on **November 27, 2025**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Health and Dental Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Join our team and build a rewarding career!

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

Title: Economic Development & Tourism Coordinator

Department: Economic Development and Tourism

Reports To: Director of Economic Development

Effective Date: October 2025

Positions Supervised: None

POSITION SUMMARY:

Under the direction of the Director of Economic Development, the Economic Development and Tourism Coordinator provides administrative and coordination support to ensure the efficient operation of the department. The Economic Development and Tourism Coordinator is responsible for organizing departmental activities, maintaining records and communications, assisting with the preparation of materials and reports, and coordination of meetings, events, and projects related to economic development and tourism initiatives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serves as the first point of contact for the Economic Development department by answering telephones, email and counter inquiries and provides assistance of a routine nature. Directs any requests or inquiries to the Director of Economic Development and/or other staff members, as required.
- Organizes and maintains departmental records, files, databases, and contact lists, ensuring information is accurate, accessible, and up to date. Tracks documents, correspondence, and deadlines to support effective workflow and recordkeeping.
- Provides administrative coordination for the department, including managing supply inventory, coordinating conference and seminar registrations, arranging travel and accommodations, preparing documents, and preparation of expense reports.
- Coordinates and schedules meetings, prepares agendas, takes minutes, and follows up on action items.
- Assists with the preparation and revision of correspondence, reports, presentations, and promotional materials.
- Assists in collecting, compiling and analyzing data for use in economic development initiatives.
- Coordinates logistics for trade shows, special events, and tours, including registrations, materials, and travel arrangements, and attends as required.
- Assists with the coordination and/or implementation of marketing plans and media relations strategies and assisting with the preparation of promotional graphics and communications.



- Assists with the coordination and administration of grant funding by tracking project milestones, maintaining documentation, and supporting reporting requirements in accordance with funding agreements.
- Maintains positive working relationships with internal departments, local businesses, community partners, and external partners by ensuring timely responses and professional communication.
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

MINIMUM QUALIFICATIONS:

Education and Experience

- 2-year college diploma in Office or Business Administration, or closely related program of study.
- 1 to 2 years' experience as an Administrative Assistant, Office Coordinator or a similar role.

Knowledge, Skills, and Abilities

- Thorough knowledge of communications, marketing and common business software applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public relations and interpersonal skills using tact, patience and courtesy.
- Ability to work effectively both independently and as part of a team
- Ability to work within tight deadlines.
- Work is performed in an office environment and in the field. Occasional attendance at evening and weekend tradeshow, events and meetings is required.

Other

- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfil job responsibilities.