



King is Hiring **Policy Coordinator**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Economic Development Officer, the Policy Coordinator is responsible for the following:

- Under supervision of the CGRA, responsible for actioning routine and non-routine inquiries received through the Council-specific Customer Relationship Management (CRM) system.
- Develops support notes, policy papers, delegation requests, research reports, etc. for the CAO, Mayor, Members of Council or other stakeholders as requested by the CGRA.
- Under supervision of the EDO, coordinates and administers the Community Improvement Plan Grant Program.
- Assists the EDO with the update and implementation of the Economic Development Strategy, Tourism Strategy and Revitalization Strategies.
- Provides support and assistance with all business retention and expansion efforts including communication with existing and potential businesses and investors, as well as special event planning.
- Collects, monitors and conducts data analysis on various Economic Development and Industry related data sources.
- Updates and maintains economic development content on the Township's public-facing website, including available building and land suitable for investment, general overview information, campaign and event information, etc.
- Supports the tourism sector through business consultation, collaboration, special event planning and the development of communication initiatives.
- Conducts economic development related research, tracks and analyses performance indicators and presents results and data.
- Other clerical and administrative duties as assigned.

The successful applicant will possess:

- Minimum University degree in Commerce, Politics, Public Administration, Business, Marketing, Communications, or Economic Development or related field.
 - Two (2) to three (3) years of experience in a related field.
 - Experience working with elected officials or in public service, considered an asset.
 - Certified Economic Developer (Ec.D) through Economic Developers Association of Canada (EDAC) or working towards designation considered an asset.
 - Enhanced knowledge of policy and research development, communications, social media and web development.
 - Outstanding verbal and written communication skills are essential.
 - Superior organizational and administrative skills and the ability to multi-task and work to deadlines.
 - Demonstrated ability in a variety of computer software programs, including Microsoft Office (Word, Excel, PowerPoint, Word press, Drupal).
 - Ability to set goals, prioritize tasks and carry out responsibilities to achieve quality results.
 - Ability to handle confidential information.
 - Ability to engage and collaborate with businesses, developers, residents and Township staff.
- Valid class G driver's licence and reliable access to a vehicle is required.

**Conditions of Employment:**

- Must be able to work in an office environment and have the ability to work in teams or without close supervision.
- 35-hour flexible work week; evenings and weekends may be required.
- Must be legally authorized to work in Canada.

Salary Range: \$71,234.80 - \$79,079.00 per annum (2025 Rate)

Under Review**Vacancy Disclosure:**

This posting is intended to fill an existing vacancy; however, there may be instances where multiple vacancies exist for the same role.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on January 23, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit king.ca/employment for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.