



## Employment Opportunity

### Business Retention & Expansion (BR&E) Officer (Full-time/Permanent)

Summerside is growing—and we are looking for someone who wants to be part of it. New businesses are opening, existing ones are expanding, and investment is coming to our community. We are not slowing down, and neither is this role.

We are looking for a motivated, community-minded professional to join our Economic Development team as a Business Retention & Expansion (BR&E) Officer. This is a hands-on role focused on the people, businesses, and projects that make Summerside's economy move. You will work directly with business owners, developers, and community partners to help ideas take root and grow.

What does success look like? A more active and vibrant downtown. Local businesses that are growing and hiring. New investment landing in Summerside. And wages that reflect a community that is genuinely competing and winning. This role sits at the center of all of that.

This is not a traditional, desk-based municipal role. We're looking for someone who will be out in the community—connecting with businesses, understanding their goals and challenges, helping them navigate processes, and working collaboratively to move projects forward. This role plays a key part in turning ideas into action and maintaining the momentum we are building as a City.

If you are someone who sees opportunity and immediately starts thinking “how do we make this happen?”— we'd like to hear from you.

**Reporting to:** Director of Economic Development

#### **Key Responsibilities:**

- Build strong, meaningful relationships with local businesses through proactive outreach and regular engagement
- Act as a key liaison between the City and the business community, supporting clear communication and timely issue resolution
- Help businesses navigate municipal processes, permits, and services—working collaboratively to reduce barriers and move projects forward
- Identify opportunities to support business retention, expansion, and new investment attraction
- Connect businesses with provincial and federal funding programs, workforce supports, and other key resources



- Support and deliver programs, initiatives, and events that strengthen the local business environment
- Coordinate business events, roundtables, and networking opportunities
- Monitor business trends, economic conditions, and emerging issues to inform decision-making
- Prepare reports, recommendations, and communication materials for internal and external stakeholders
- Collaborate with community partners, industry associations, and government agencies on economic development initiatives

#### **Required Qualifications and Competencies:**

- Bachelor's degree in Economic Development, Business Administration, Public Administration, or a related field, or an equivalent combination of education and experience
- 2–5 years of experience in economic development, business support, or a related field
- Possession of, or active pursuit of, the Certified Economic Developer (Ec.D.) designation through EDAC is considered an asset.
- Strong communication, relationship-building, and client service skills
- A proactive, solutions-focused mindset with the ability to move initiatives forward
- Demonstrated ability to manage multiple priorities, meet deadlines, and exercise sound judgment
- Ability to analyze information and provide practical, actionable recommendations
- Knowledge of municipal processes and economic development programs is considered an asset
- Proficiency in Microsoft Office and data management systems (CRM experience considered an asset)
- Valid driver's license and access to reliable transportation
- Bilingualism is considered an asset

#### **What We Offer:**

- A real portfolio of work—you will be involved in projects that shape the direction of Summerside's economy, not just administer programs from a desk
- Direct access to decision-makers—you will work alongside the Director of Economic Development and collaborate closely with City leadership, not filtered through layers of bureaucracy
- A community you will actually see change—Summerside is small enough that the work you do is visible, and your impact on local businesses and downtown vitality will be tangible
- Competitive salary (\$79,608–\$85,856) with a comprehensive benefits package including employer-paid medical and dental coverage, pension plan, and Employee Assistance Program
- Three weeks of vacation to start, plus active support for professional development and pursuit of the Ec.D. designation
- A team that is genuinely passionate about Summerside—we work hard, we care about results, and we believe in what we are building



**Hours:** 40 hours per week (in-person), with regular off-site business visits. Occasional evening and weekend work required.

**How to Apply:**

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "BR&E Officer" in the subject line of your email.

 **Email:** [jobs@summerside.ca](mailto:jobs@summerside.ca)

 **Deadline to apply:** Friday, May 29 at **1:00 PM (AST)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.*