

The Town of Perth is currently recruiting for a

Business Retention & Expansion (BR+E) Coordinator



Posting Date: Tuesday, March 31, 2026
Closing Date: Thursday, April 9, 2026, at 12 NOON
Salary Range: 27.86 to 33.17 per hour
Hours of Work: Maximum 24 hours/week, 25-week contract
Classification: Panel C, Non-Union
Status: Part-Time Contract Position (Grant Funded)

This job posting is not for an existing vacancy.

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

The Town of Perth is seeking a motivated and community-focused individual to serve as the Business Retention & Expansion (BR+E) Coordinator. This part-time contract role will support the delivery of the BR+E program within the Town of Perth in alignment with Ministry of Rural Affairs guidelines.

The Coordinator will work directly with local businesses, partners, and volunteers to identify opportunities, address challenges, and support a strong and resilient local economy. This role also includes coordinating and hosting Diversity, Equity and Inclusion (DEI) training opportunities for Town staff and the local business community through third-party providers.

What you will do:

Program Coordination

- Coordinate and implement the BR+E program, including planning, scheduling, and reporting requirements
- Conduct business outreach through surveys, interviews, and site visits within the Town of Perth
- Collect, manage, and analyze data to identify trends, opportunities, and priorities
- Prepare summaries and recommendations to inform municipal decision-making

Business & Community Engagement

The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).

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- Build and maintain positive relationships with local businesses
- Serve as a key point of contact for participating businesses throughout the program
- Collaborate with local partners, business organizations, and community groups
- Support workshops, networking opportunities, and engagement sessions
- DEI Training Coordination
- Coordinate and host Diversity, Equity and Inclusion (DEI) training sessions for Town staff and the business community
- Work with third-party providers to source, schedule, and deliver training opportunities
- Promote participation and support inclusive practices across the organization and local business sector

Volunteer Coordination

- Recruit, train, and support volunteers assisting with the BR+E program
- Provide guidance to ensure consistent and effective survey delivery
- Foster a positive and safe team environment
- Communications & Reporting
- Promote the BR+E program and encourage participation within the local business community
- Track participation, maintain records, and ensure confidentiality of data
- Provide regular updates and a final report summarizing findings and recommendations

The above generally describes the responsibilities involved with the position, however is not intended to be an exhaustive list.

What you will need:

- Post-secondary education in business, public administration, economic development, or a related field, or equivalent experience
- Minimum 2 years of related experience in program coordination, economic development, or community engagement
- Strong interpersonal and communication skills, with the ability to engage a range of stakeholders
- Demonstrated ability to work independently and manage multiple priorities
- Experience with data collection, analysis, and reporting

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- Valid driver's licence and access to transportation is considered an asset

Key Competencies:

- Friendly, approachable, and community focused.
- Strong organizational skills with attention to detail.
- Culturally aware and committed to equity, inclusion, and accessibility.
- Comfortable facilitating small group activities and conversations.
- Ability to work collaboratively while taking initiative

What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Public Holiday pay
- Vacation pay

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

The Town of Perth does not use artificial intelligence to screen, assess, or select applicants for this position. All applications are reviewed by members of our hiring team.

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