

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(ECONOMIC DEVELOPMENT- BUSINESS DEVELOPMENT DIVISION- LOCATION - CITY HALL)**

BUSINESS DEVELOPMENT OFFICER - GLOBAL HAMILTON

SUMMARY OF DUTIES

Under the direction of the Senior Project Manager of the Global Hamilton Office, this person will (1) promote business development in Hamilton by providing information resources and consultation services to local immigrant and ethnic communities; (2) undertake developmental work for the creation and implementation of the Global Hamilton Council (a business leadership forum) and Global Hamilton Connect (for young professionals).

GENERAL DUTIES

Assist Senior Project Manager , Business Development Consultants, Business Development Officers and support staff with the development, administration and implementation of programs and services offered by the Department, including Business Development and the One-Stop for Business, which includes the Small Business Enterprise Centre, Business Facilitation, and Business Licensing services.

Promote and market business opportunities within the City of Hamilton.

Liaise with other departments, municipalities and external agencies to provide accurate information to business clients and those accessing the services of Hamilton's Planning and Economic Development Department.

Respond to information requests from immigrant entrepreneurs, partners, and the business community in respect to business start up and expansion needs including: awareness to municipal, federal and provincial licensing requirements, preliminary zoning information, market related research and knowledge of financial programs. Where necessary provide business plan feedback, guidance and direction.

Monitor and examine market conditions, emerging trends, and the needs and priorities of diverse communities which may impact existing and potential business and make recommendations for action in response to same.

Provide recommendations for targeting specific business sectors based on current environment.

Plan and promote events that create awareness of and promote City of Hamilton business services. Deliver presentations to entrepreneurs, partners, stakeholders, and other groups as required.

Maintain record of contacts and generated activities.

Identify businesses for the Hamilton Calling business retention and expansion program

Perform other duties as assigned which are directly related to the responsibilities of the position.

Develop foundational criteria for the Global Hamilton Council and Global Hamilton Connect.

Prepare and deliver business start-up presentations to an ethnically diverse group of communities in Hamilton.

Initiate regular meetings of the Global Hamilton Council and Global Hamilton Connect, create opportunities for members to identify priorities and areas of activity, and maintain communication mailing lists.

QUALIFICATIONS

1. Proven knowledge in business development and marketing normally acquired through the completion of a University Degree in Commerce, Business, Marketing, Public Relations, Economics or other related discipline or a combination of a community college diploma and relevant work experience.
2. Demonstrated experience working in the economic development/business field.
3. Excellent verbal and written English communication skills and ability to relate effectively with peers, all levels of management, business clients, council, government agencies, and the media.
4. Ability to communicate effectively with the public and government agencies. Must relate readily to the public and outside agencies, have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction
5. Working knowledge of Microsoft Word, Excel, PowerPoint and database software applications.
6. Ability to work independently as part of a larger team and to manage a number of projects simultaneously and to meet deadlines.
7. Capable of working independently as well as part of an interdisciplinary team
8. Fluency in another language in addition to English will be considered an asset as well as demonstrated understanding of immigrant experience and knowledge of local cultural and community organizational landscape.
9. Demonstrated understanding of immigrant experience and knowledge of local cultural and community organizational landscape an asset
10. Must possess a Class "G" Driver's License valid in the Province of Ontario and be able to maintain same.
11. Provision of a vehicle for use on the job.