



**Temporary Full Time (1YEAR CONTRACT)
Business Retention and Expansion Program Coordinator
Posting # CS2026-004**

MANDATE:

Provide leadership, direction, planning, coordination and customer service for the delivery of the Business Retention and Expansion (BR+E) Program throughout Lanark County and associated volunteers. Working within the Ministry of Rural Affairs Guidelines, this funded role will manage and execute the County's BR+E program, which is designed to identify opportunities, address challenges, and promote a thriving local business landscape through active engagement and strategic action.

MINIMUM QUALIFICATIONS:

Three-year post-secondary diploma in business, public administration or a combination of relevant education and work experience. Minimum 2 years of related experience. Ability to identify, analyze and problem-solve using a broad range of criteria and guidelines. Effective communications skills, proficient English language skills - both oral and in writing. Computer proficiency in MS Office suite of applications and quick adaptation to new databases. Must possess a valid Ontario driver's license and have access to a vehicle.

This is a new position, the wage is based on funding at \$30.78 per hour, 35 hours per week. Date of opening: **April 1, 2026 until approximately March 31, 2027.**

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, please submit your application by selecting "apply link" on our website. **We look forward to receiving your application no later than Tuesday, March 24, 2026.**

When submitting your application, please ensure your cover letter, résumé and any other related documents are submitted preferably as a PDF or Word (.pdf or .docx). The file name should include your name and the job posting number (example: Jane/John Doe CS2026-004).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

AI may be utilized throughout the selection and recruitment process.

Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.