

## Downtown Revitalization Advisor

<b>Service Area:</b>	Infrastructure, Development, and Environment
<b>Department:</b>	Economic Development and Tourism
<b>Work Location:</b>	City Hall, 1 Carden Street
<b>Work Mode:</b>	Hybrid
<b>Job Type and Duration:</b>	Temporary, Full time Vacancy for up to 16 months
<b>Position Availability:</b>	1 existing vacant position
<b>Salary Range:</b>	\$59.74- \$74.67 per hour
<b>Affiliation:</b>	Non-Union
<b>Posting Period:</b>	April 8, 2026 to April 22, 2026 11:59 p.m.

### Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

### What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

### Position overview

The Downtown Revitalization Advisor (DRA) is the City's key representative for relationship building with all Downtown Guelph stakeholders: residents, business community, Property owners and not-for-profit organizations.

Through regular, ongoing engagement, the DRA will listen and learn from stakeholders to inform City decision-making on work in the Downtown; proactively educate and communicate with the Downtown community about City projects; facilitate opportunities for constructive dialogue and input/feedback; and lead service delivery improvements.

Reporting to the General Manager, Economic Development and Tourism the successful candidate will manage relationships and advise on strategies and municipal service delivery in Downtown Guelph. In addition, this position will be fully immersed as a project team member in the Downtown Infrastructure Renewal Project (DTIRP) and the Baker District Redevelopment for a central point of contact between Downtown stakeholders and the City.

## Key duties and responsibilities

- Leads stakeholder engagement and communications for City projects in the Downtown, including the Baker District Redevelopment, the Downtown Infrastructure Renewal Project and ensures the monthly Downtown Update Newsletter is published.
- Develops, implements, and monitors Downtown municipal programs, projects, and policies.
- Provides high-quality customer service to Downtown businesses and residents.
- Builds and sustains strong relationships with the community and City departments.
- Identifies and advances collaborative opportunities and business cases for emerging Downtown programs and services.
- Reports on Downtown activities, including key performance indicators related to businesses.
- Explores options and recommends solutions to strengthen existing partnerships and foster new relationships and partnerships with internal departments, external stakeholders and the Downtown Guelph Business Association.
- Manages and responds to issues impacting Downtown stakeholders that have the potential to affect trust and reputation.
- Facilitates collaboration, communication, and two-way dialogue, incorporating stakeholder feedback and intelligence into solutions for the Downtown.
- Facilitates timely communication of construction impacts, sequencing, and access changes to businesses.
- Leads the City's Downtown Coordination Group and participates in project meetings, task forces, and committees affecting the Downtown community.
- Addresses and responds to inquiries and concerns from residents and business owners in coordination with City staff.

## Qualifications and requirements

- Completion of post-secondary education in business, economics, economic development, engineering, planning or a related discipline. Candidates with an equivalent combination of education and experience will be considered.
- Considerable experience working in the municipal sector in downtown planning and/or the design and implementation of urban re-investment strategies for mid-sized cities.

- Excellent organizational skills with the ability to manage multiple assignments to meet deadlines in a very demanding environment.
- Excellent communications skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders, businesses, corporations, government and the general public.
- Excellent analytical and research skills with the ability to prepare reports and presentations.
- Ability to deal with diverse groups of people and interests, organize multifaceted activities and manage time effectively.
- Demonstrated project management ability to lead teams of staff and consultants, coordinate multiple assignments, set priorities, and deliver on deadlines and budgets.
- Excellent presentation and group facilitation skills.
- Solid understanding of key strategic issues, corporate priorities and economic development objectives and imperatives. Proven experience dealing with complex and sensitive issues.
- Proven ability to exercise good judgement, make data-informed decisions, think critically, and act with a client- and citizen-first focus.
- Ability to establish and maintain co-operative and constructive relationships with individuals at all levels of the organization, members of Council, and representatives of external organizations.
- Highly developed sense of political and business acumen. A strategic, systems thinker adept at connecting dots and integrating information.
- Advanced skills in Microsoft Office (Word, Excel and PowerPoint).
- Knowledge of Guelph and related projects are a significant asset.
- GIS software experience would be an asset.

## Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. Evening and weekend hours will be required on occasion. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

## How to apply

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow by **April 22, 2026**.

## Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

## Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the

Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

## Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.