



ECONOMIC DEVELOPMENT OFFICER

The District of Saint Mary's is a small rural municipality in the western part of Guysborough County, located 60 km south west of the Town of Antigonish on the beautiful Eastern Shore of Nova Scotia. The District covers approximately 1,900 square kilometers in land mass and has a population of 2,354. The municipality offers all the benefits of a rural lifestyle. The business center for the municipality is located in the village of Sherbrooke, where there is a hospital, school, bank and other amenities typical of a small rural community.

The Municipality is seeking the right person to work with our Administrative Management team in the position of Economic Development Officer. This is a permanent full-time position.

Position Description Summary:

Reporting to the Chief Administrative Officer, the Economic Development Officer will lead efforts in facilitating economic and business development to promote growth and to increase local employment. The EDO will prepare and keep current an Economic Development Plan for the municipality, identifying and recommending areas and sectors to focus on for potential development immediately and over the medium to longer term. The position will promote new business opportunities and provide support to existing businesses in the area to help with retention and expansion efforts and long term economic sustainability for the district. The EDO will also assist in the management of the Municipal Planning Strategy and Land Use By-law. For a complete job description visit www.saint-marys.ca.

Education / Qualifications:

This position requires a degree in Business, Marketing, Economic Development or a related field of study, and a minimum of five years experience in rural economic development. The successful candidate will have excellent communication, interpersonal and organizational skills, be familiar with municipal government operations and be able to demonstrate knowledge on the role of local government in promoting business development. GIS mapping and planning experience would be considered an asset.

The Salary range for this position is \$54,000- \$67,500 per year, based on qualifications and demonstrated ability.

Application by resume and cover letter along with references will be accepted until **April 30th, 2021 at 4:00pm** Applications accepted by: Email: marvin.macdonald@saint-marys.ca or Mail: PO Box 296, 8296 Highway #7 Sherbrooke NS B0J 3C0 or in person during office hours. 8:30-4:00pm, Monday – Friday.