



Employment Opportunity:

ECONOMIC DEVELOPMENT OFFICER (8-Month Term)

The Municipality is seeking an individual to join our administrative team in the position of Economic Development Officer. This is an 8-month term position beginning in May 2022 until January 2023 with the possibility of extension. Reporting to the Chief Administrative Officer, the Economic Development Officer will be the position within the municipality that leads efforts in facilitating economic and business development to secure growth and to increase local employment opportunities. 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.

Duties of the Position:

- Develop positive relationships with existing businesses, tourism operators, individuals and community organizations to build trust and support.
- Develop and keep current economic profiles of the municipality and provide them to the relevant federal and provincial departments/agencies that are responsible for economic development.
- Act as liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development and assist in capitalizing on economic development opportunities and projects that are identified.
- Conduct research and prepare reports and policies for the CAO on potential economic development opportunities, including identifying potential private sector partners.
- Initiate and serve as administrative leader on the Municipal Land Development Committee including preparing agendas and minutes. Research and provide reports of potential opportunities with municipal land.
- Assist with the management of the Municipal Planning Strategy and Land Use By-law.
- Develop potential incentive programs and policies for the municipality to consider offering to attract new businesses to the municipality and existing business to expand.
- Manage special municipal programs and events related to economic development, such as Small Business Week, Business Builders and other initiatives.
- Assist with ongoing and new grant projects including management and reporting.

Education and Qualifications:

Candidates with a degree in one of the following areas; Business, Marketing, Planning, Economic Development or a related field of study, and five years' experience in planning and/or rural economic development are desired. Other combinations of education and experience may be considered. The successful candidate will have excellent communication, interpersonal and organizational skills, be familiar with municipal government operations and be knowledgeable on the role of local government in promoting business development. GIS mapping and planning experience as well as experience in project management and oversight of consultants would be considered a benefit in fulfilling the requirements of the position.

This successful applicant will be expected to work 35 hours/week, Monday- Friday and the salary range for this position is \$40,000- \$50,000 per year based on qualifications and demonstrated ability.

Applications:

Applications including resume and cover letter along with references will be accepted until **4:00pm, Wednesday, April 13th, 2022**. Applications accepted by: Email: marissa.jordan@saint-marys.ca or Mail: PO Box 296, 8296 Highway #7 Sherbrooke NS B0J 3C0, or in person during regular office hours.