



EMPLOYMENT  
OPPORTUNITY

**Municipality of the District of St. Mary's**  
**Employment Opportunity**

**Development Project Coordinator**

The Municipality has recently applied for a Community Works grant through the Province of Nova Scotia. This grant will provide funding to hire a Development Project Coordinator on a one year term with the possibility of extension. Hiring this position is dependent on the Municipality receiving the grant funding and the term is anticipated to run from February 3<sup>rd</sup>, 2020 to January 29<sup>th</sup>, 2021.

Reporting to the Chief Administrative Officer (CAO), the Development Project Coordinator will coordinate planning and tourism initiatives within the municipality and lead efforts in facilitating economic and business development to secure growth and to increase local employment opportunities. The position will encourage appropriate planning, promote tourism, accessibility, beautification, streetscapes, municipal plan management, new business opportunities and provide support to existing businesses in the area to help with retention/ expansion efforts.

Education and Qualifications: Post-secondary education (business administration diploma, project management diploma or equivalent) or a combination of relevant education and experience. Excellent project management abilities, advanced computer and technology literacy, ability to exercise independent judgment and discretion; strong time management, organizational skills and a strategic thinker; and working in a team environment.

The salary range for this position is \$38,000 to \$40,000 per year, based on qualifications and demonstrated ability. Work hours are 35 hours per week, Monday to Friday (some exceptions may apply)

Application by resume and cover letter along with references will be accepted until 4pm on *Monday, December 16<sup>th</sup>, 2019*. Applications accepted by: Email: [marvin.macdonald@saint-marys.ca](mailto:marvin.macdonald@saint-marys.ca) or in person during office hours. 8:30-4:00 pm, Monday – Friday.

Only those applicants selected for interviews will be contacted