



EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT OFFICER

Applications are invited to fill the position of Economic Development Officer. This is a full-time position with the Town of Deer Lake reporting directly to the Town Manager.

JOB SUMMARY

The Economic Development Officer (EDO) is responsible for research and development, economic/community development and communications. The incumbent will assist with policy development and strategic planning through the following job duties.

MAJOR RESPONSIBILITIES

1. Develops and nurtures strategic relationships and partnerships with local and external business, industry, government representatives, community groups and key funding partners; develops and strategically utilizes networks of contacts to support ideas and initiatives.
2. Provides information and advice to business and potential business prospective entrepreneurs, agencies, the community and other interested bodies on matters relating to potential business attraction and retention initiatives.
3. Provides information to prospective entrepreneurs, agencies, and the community on matters relating to economic development opportunities.
4. Performs detailed research and analysis of economic development opportunities; prepares and implements related strategic and promotional plans.
5. Performs detailed analysis and work associated with the completion of research projects, funding applications and feasibility studies.
6. Identifies and promotes opportunities for potential convention/special event activities for the Town of Deer Lake.
7. Provides assistance with communications for the Town of Deer Lake and helps manage the Town website and social media accounts.

8. Community Engagement: Engage with the community to understand their needs and aspirations, gather feedback, and communicate economic development initiatives and progress effectively.
9. Housing Development and Affordability: Collaborate with local housing authorities, developers, and stakeholders to identify opportunities for housing development and improve housing affordability within the municipality. Assess the housing needs of the community and develop strategies to promote the construction of affordable housing units, foster mixed-income neighborhoods, and address housing shortages.
10. Performs such other related duties as may be assigned.

QUALIFICATIONS

The incumbent should have considerable knowledge and experience in the field of municipal policy, economic development and strategic planning. Work experience in a municipal environment is preferred. Candidates must possess initiative and demonstrate good organizational, analytical, communications and interpersonal skills combined with the ability to work independently. Project management skills including budget preparation, grant applications, report writing is required; must be proficient in Microsoft Office software.

These qualifications would normally be acquired through the completion of a bachelor's degree in business or communications combined with at least 5 years' experience in a municipal or administrative setting. An equivalent combination of education, training and experience may also be considered.

The incumbent must possess (and maintain) a valid driver's license and must provide a recent certificate of conduct.

This is an excellent opportunity to develop your career with the Town of Deer Lake. If you are interested in learning more about this opportunity apply today by submitting your resume to deerlaketownmanager@nf.aibn.com or by contacting Jason Young at 709.635.2451 for further information. Application deadline is 4:30pm on Friday June 23rd, 2023.