

ECONOMIC DEVELOPMENT OFFICER

OUR COMMUNITY

Talk about the quality of life and standard of living in your community. Add details to attract out-of-town applicants.

OUR ORGANIZATION

Why is your organization great to work for? Describe the work environment and include any opportunities for professional development. How is your community supporting economic development? Share important goals of your economic development strategy.

THE OPPORTUNITY

Describe the job opportunity. List regular duties, responsibilities, who the position reports to, and goals of the opportunity.

- Business Retention & Expansion
- Workforce/business attraction
- Coordinate and update marketing initiatives
- Support implementation of community's economic development strategy
- Member of the senior management team
- Grant writing
- Report to senior management or council
- Manage effective relationships and leveraging partnerships

YOUR EXPERIENCE

List the requirements for experience, skills and expertise expected for the position.

- **Experience** - number of years
- **Education**
 - Training (Western Ec Dev Course), Certification (Ec. D, CECD), Degrees (Business; Economics)
- **Skills**
 - Marketing
 - Promotion
 - Planning and implementation
 - Project management
 - Effective oral and written communication
 - Attention to Detail
 - Research
 - Leadership
 - Data analysis
 - Social media
 - Grant writing
 - Work independently
 - Results-oriented
 - Computer proficiency (Word, Outlook, Excel, etc.)
 - Use discretion and good judgement
 - Work with the public
 - Driver's license
 - Criminal record check

ADDITIONAL DETAILS

Don't forget the application deadline, contact information, start date, salary range, benefits, and any community employment policies.