



JOB DESCRIPTION

POSITION: Economic Development Coordinator

CLASSIFICATION: Exempt

REPORTS TO: Director of Economic Development & Planning

POSITION SUMMARY

The Economic Development Coordinator will be responsible to support all daily operational tasks incremental to the District of 100 Mile House as they relate to business retention, attraction and expansion, grant writing and reporting, investment attraction, and other economic development operations. This will include the delivery of programs which support the economic development goals of the District of 100 Mile House.

Job Duties

- Support the implementation of the District's Economic Development Plan and the economic priorities of Council.
- Provide administrative assistance with the Business Façade Improvement Program, Explore Cariboo, Make the Move, and other economic development initiatives.
- Coordinate community marketing projects including video, print and digital campaigns, using a variety of distribution channels.
- Provide communications support for the District of 100 Mile House, by developing clear and consistent messaging, ensuring accurate and professional messaging, and coordinating and scheduling communications both internally and externally.
- Undertake research about a variety of topics related to the region, economic development, and District initiatives.
- Work with key organizations in the community and in the region to actively facilitate local economic diversification and growth.
- Support local business retention and expansion activities through research and engagement activities such as focus groups, business walks, and surveys.

- Support small and medium enterprises in accessing support programs.
- Develop and maintain strong relationships with local, regional and provincial organizations, First Nations, institutions and businesses in order to mobilize investment and advance the local economy.
- Maintain the Community Profile and other investment attraction tools.
- Provide grant writing and reporting support for various projects.
- Prepare accurate detailed reports through a variety of research mechanisms.
- Serve in a support capacity for senior staff.

NOTE: The duties and responsibilities listed above are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of duties normally or temporarily to be performed.

Skills and Abilities

- Excellent interpersonal and communication skills, including written communication and public speaking.
- High level of proficiency with computer programs including Word, Excel, Power Point, Outlook
- Exceptional writing skills and high-level command of grammar
- Self-motivated, ability to work independently
- Strong problem identification and problem resolution skills
- Ability to produce highly accurate work.
- Demonstrated experience with marketing, advertising and social media.
- Knowledge of business development, retention, expansion and attraction.
- Knowledge of the function of local government and an understanding of municipal departments, municipal bylaws and local government structure.
- Strong organizational skills to adequately handle a variety of projects and tasks that must be completed within specified deadlines.
- Valid Class 5 Driver's License

Education and Experience

- A post-secondary diploma in Business, Communication, Community Development or a related discipline; or an equivalent combination of education, training and experience.
- Grant writing experience, including familiarity with funding programs and reporting requirements would be an asset.
- Experience working in a municipal government environment is preferred.

