



VILLE DE - TOWN OF
Gravelbourg

P.O. Box 359, Gravelbourg, Sask. S0H 1X0 Canada
Telephone: (306) 648-3301 • Fax: (306) 648-3400
e-mail: gravelbourg.town@sasktel.net
www.gravelbourg.ca

Career Opportunity: Economic Development Officer

Gravelbourg – (population 1,116) is a vibrant and multicultural community located in south-central Saskatchewan. Gravelbourg’s unique quality of life offers modern recreational facilities, excellent educational services and all the amenities you may expect of a larger urban center. Gravelbourg has been dubbed the ‘Cultural Gem of Saskatchewan’. Thanks to its remarkable bilingual heritage, regal architecture and rich culture, Gravelbourg is *A Touch of Europe on the Prairies*. For more information on the Town of Gravelbourg, please visit our website at www.gravelbourg.ca.

Overview

Reporting directly to the CAO, The **Economic Development Officer** performs several key marketing, public relations and policy development tasks to encourage sustainable economic growth in support of the Town of Gravelbourg’s strategic vision. Expectations of the successful applicant include:

- Develop, implement and facilitate economic policies, programs and growth strategies that are aligned to the goals and priorities of the Town.
- Conduct ongoing research and analysis to determine the efficacy of existing strategies and policies and to identify best practices and emerging trends; recommending changes to established approaches as deemed necessary.
- Establish and maintain strategic and productive stakeholder relationships through networking and public relations activities including attendance and participation on many community groups and boards (e.g. Gravelbourg Museum Board, Chamber of Commerce, etc.)
- Represent the Town in local, regional, national and international markets and act as liaison between the local business community, all levels of staff, Council, committees and municipal government.

Qualifications

The Town of Gravelbourg is seeking applicants with recent and relevant economic development experience, preferably in a rural municipal setting. To achieve the desired outcomes in this role, applicants must be able to demonstrate:

- A track record of success in generating, pursuing and securing investment opportunities through well researched and executed economic development strategies and initiatives.
- Exceptional relationship management and networking skills, specifically as they relate to the promotion of strategic corporate objectives and the effective and tactful management of diverse and sometimes competing stakeholder interests.

- Strong business acumen and presentation skills.
- The ability to operate independently.

In addition, the applicants should possess:

- A University Degree in Business Administration, Marketing, Commerce, Economics, or other related area of study or designation.
- Minimum of two years of relevant experience.
- A valid Driver's License
- A clear criminal record check.

The successful applicant will be expected to maintain a high public profile in the community during and outside of normal business hours, attend committee meetings, events and occasional travel will be required as necessary.

The Town of Gravelbourg offers a competitive salary and benefits package that is commensurate with qualifications and experience.

Interested candidates should forward their Cover Letter, Resume, and salary expectations to the attention of Ward Minifie, CAO by 4 pm **November 21, 2016.**

Only those that are invited for interview will be contacted.

Ward Minifie, CAO
Town of Gravelbourg
Box 359
Gravelbourg, SK
S0H 1X0
Gravelbourg.adm@sasktel.net