



VILLE DE - TOWN OF
Gravelbourg

**Employment Opportunity
Economic Development Officer**

The Town of Gravelbourg is seeking an individual to fill the role of Economic Development Officer. Reporting to the Chief Administrative Officer, this person would be primarily responsible for the efficient and effective operation of Economic Development and Tourism initiatives with a major responsibility of liaison with community and business groups.

Duties include:

- Planning, developing and maintaining an economic development strategy
- Develop and maintain a community marketing and promotion strategy, building on the community brand of "A touch of Europe on the Prairies"
- Develop and maintain a formal local business retention and expansion (BRE) strategy and a business registry data base.
- Research and prepare proposals for economic development funding opportunities
- Represent the Town of Gravelbourg's interest to other outside community and regional economic development agencies.
- Prepare and provide reports for submission to Council as required with respect to the department's activities and responsibilities
- Assist in the preparation of annual operating and capital budget for the provision of economic development and tourism programs and services.
- Assist in the development, implementation, administration and review of department policy and objectives
- And others as outlined in the job description.

Experience and Qualifications

- A relevant post-secondary education with a minimum of 2 years of administrative experience in a related economic development position. The experience shall include some related aspects of budget control and effective communication skills
- Experience in grant and proposal writing, research skills and good computer skills
- A strong knowledge of government programs, services and available funding would be an asset
- Bi-Lingual (French/English) would be an asset

This posting will remain open until a suitable candidate is found

Please submit your resume, cover letter and your salary expectations to:

Town of Gravelbourg

Attention: CAO Carol White

By mail: P.O. Box 359, Gravelbourg, SK S0H 0B0

By email: cao@gravelbourg.ca

Hand Delivered: 209 Main Street, Gravelbourg