



JOB DESCRIPTION

Economic Development Officer

Reporting to the Chief Administrative Officer, the **Economic Development Officer (EDO)** is responsible for the following:

PRIMARY DUTIES

1. Provides leadership through broad community involvement which promotes the economic well being of the community while understanding that a social and environmentally healthy community is vital to the local economy of the Village of Burns Lake and surrounding areas.
2. Liaison as an advisor on economic development to public officials, the private sector and the general public. The incumbent will serve as an advocate for local economic development initiatives.
3. Implementation of Economic Diversification Strategy and other relevant economic strategies for the Village of Burns Lake and surrounding area.
4. Assesses and plans for community development needs.
5. Ensures all economic development and strategic plans respect the current Official Community Plan and the Integrated Community Sustainability Plan.
6. Researches, analyzes, develops and implements economic development plans.
7. Prepares budget for presentation and administration.
8. Maintains an up to date community profile report on Burns Lake and the surrounding area, including economic statistics and indicators, local businesses and services.
9. Coordinates visits to the municipality and surrounding area for prospective investors.
10. Liaises with all levels of government as required by Council, the project and or as directed.
11. Drafts reports and makes presentations to Mayor and Council and other groups as required.

12. Represents the Village of Burns Lake at trade fairs promoting business opportunities available within the Village of Burns Lake and surrounding area.
13. Provides advocacy and support to new business proponents, industry, community services and community organizations.
14. Provide economic and business development information to interest groups, other levels of government and business development proponents.
15. Promotes and supports the continued development of our natural resource strengths.
16. Maintains relations and communications with existing businesses and industry while encouraging retention and expansion.
17. Develops resources required to support, implement and monitor effective marketing strategies.
18. Attend all Council Meetings and Board Meetings as required, which may be held outside of regular business hours.
19. Liaises with regional, provincial, federal and other Economic Development Officers and professional associations.
20. Becomes a member of and maintains good standing in the Economic Development Association of BC.

ABILITIES

21. Able to provide creative leadership while making individual contributions to team projects and tasks.
22. Has excellent verbal and written communication skills.
23. Sound personal judgement, discretion and credibility.
24. Has good problem solving skills coupled with solid consensus building and entrepreneurial skills.
25. A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within deadlines.
26. Has the skills necessary to complete grant applications.

- 27. Can undertake research projects and prepare comprehensive reports.
- 28. Above average computer skills.

REPORTING REQUIREMENTS

- As the EDO position is jointly funded by the municipality and the Regional District of Bulkley-Nechako, regular reporting must be provided to both organizations.
- Communications with residents of the Village of Burns Lake and surrounding areas is expected.

EDUCATION/TRAINING

- College or University degree in Commerce, Economics or a related field and/or certification as a Professional Economic Developer (EcD.)
- Working experience in Economic Development, marketing, and public relations.
- Proficient in the use of current information technologies.
- Valid BC Drivers Licence.



Job Posting - Economic Development Officer

THE POSITION

Reporting to the Chief Administrative Officer, the Economic Development Officer will be tasked with implementing the newly created Economic Diversification Strategic Plan. As the successful candidate you will be working with a committed Village Council, Regional District Area B Director and staff. You will also pursue partnerships and working relationships with First Nations, the business community, local industry and area residents to create a healthy economy. You will be responsible for attracting, expanding and supporting the area's commercial, industrial and public enterprises. The Village of Burns Lake encourages you to also be a member of your professional association and to be willing to further your knowledge by attending appropriate professional development offerings.

As the ideal candidate, you will have extensive business development and leadership experience in economic development. You have a solid track record working with a range of stakeholders including elected and appointed officials, investors, staff and the community at large. A proactive, collaborative, and engaging approach to business development is required. In addition having excellent verbal and written communications skills and project management expertise is a must. The ideal candidate will be visible both internally and externally as you work with local businesses, other communities, elected officials, industry associations, senior government, community groups, aboriginal communities and the general public.

Your resume submission should include:

- Your qualifications in the field of economic development
- Administrative and project management experience; and
- A list of your previous achievements in the field with suitable references

THE COMMUNITY

There is more to Burns Lake than premium summer fishing, hiking and paddling endless lakes. Burns Lake boasts an exciting 160 acre mountain bike park, an active snowmobiling club, a world-class cross country ski facility, an active arts community and the Lakeside Multiplex.

Burns Lake offers full access to healthcare facilities, schools and post-secondary education. The Village of Burns Lake staff are a diverse and talented group willing to take on new challenges. We are looking for a creative, innovative and enthusiastic individual to join our team! Search facebook for 'burns lake' or the 'lakes district' for a more comprehensive look at our community.

Submitted by email or mail, your application should include a detailed resume, with cover letter, that reflects your knowledge, skills and abilities relevant to the position no later than 10:00 am February 7th, 2019. For a detailed job description, please visit www.burnslake.ca.

Village of Burns Lake
PO Box 570, Burns Lake, BC V0J 1E0
village@burnslake.ca
Attn: Sheryl Worthing, CAO

(We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted)