

TOWN OF SHAUNAVON

Economic Development Officer



Job Advertisement: Economic Development Officer

Location: Shaunavon, Saskatchewan

Introduction:

Join our team in Shaunavon, a progressive and psychologically healthy workplace dedicated to fostering a culture of positivity and growth. Every day, we strive to build upon our foundation of inclusivity, collaboration, and innovation, creating an environment where employees thrive and the community flourishes.

Primary Accountabilities:

As an Economic Development Officer (EDO) for the Town of Shaunavon, you'll play a pivotal role in driving economic growth while providing essential support to our Chamber of Commerce, local businesses, downtown projects and our management team. Your commitment to innovation and community engagement will contribute to Shaunavon's continued success. Reporting directly to the Chief Administrative Officer you will be working closely with all departmental managers to secure funding for projects, staff, and development; and you will work side-by-side with our Communications and Tourism Director, and Director of Culture.

Key Responsibilities:

- Develop and implement strategies for business attraction and retention.
- Lead resident recruitment efforts to support community growth.
- Conduct thorough research and compose compelling grant proposals, benefiting the Town of Shaunavon team as a whole and assisting with locating, and writing grants for all Town related functions and projects.
- Cultivate strong relationships with local and regional organizations to promote economic success.
- Represent Shaunavon in public events, trade shows, and regional economic forums.
- Be present and available to Shaunavon's growing and vibrant business community; visiting businesses, participating in Chamber of Commerce meetings and events, helping business owners on various fronts with fund and financial opportunities, and business improvements.
- Host events for the business community (at least annually).
- Provide valuable information and resources on entrepreneurship, tourism, and community development, collaborating with other staff on initiatives in these areas.

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- Work closely with our Communications and Tourism Director to maintain and enhance marketing materials, including area profiles, brochures, and digital platforms.
- Collaborate with the management team to drive short-term and long-term economic initiatives.
- Attend Economic Development Committee (EDC) for the Town of Shaunavon meetings, provide reports and information as required by the committee.
- Network with regional Economic Development Officers to stay informed about industry trends and opportunities.
- Identify and address challenges facing the business community through regular outreach and engagement.
- Support the operational needs of the Chamber of Commerce, and support the Director of the Grand Coteau Heritage and Culture Centre and the Visitor Information Center.
- Assist in project management and execution as required by administration.
- Fulfill all other duties as requested by the Chief Administrative Officer.

Qualifications:

- Post-secondary education in Business Administration, Public Administration, Marketing, or a related field would be preferred, but we are open to reviewing different skills and experience for the right character!
- Experience in grant research and proposal preparation is highly desirable.
- Certificate in relevant coursework would be an asset.
- Valid Class 5 Saskatchewan Driver's License.
- A positive attitude and team-oriented character.

Skills:

- Strong communication and presentation abilities.
- Proficiency in grant research and writing.
- Familiarity with modern office practices and computer systems.
- Excellent organizational skills with a focus on efficiency.
- Ability to work collaboratively within a team environment.

How to Apply: Interested candidates should submit their resume and cover letter to shaunavon3@sasktel.net by **April 1, 2024 @ 4:00 pm**. Please include "Economic Development Officer – Shaunavon 2024" in the subject line.

Education: College, CEGEP, or other non-university certificate or diploma from a program of 1 to 2 years. **Experience:** Experience is an asset.