



DISTRICT OF SAANICH
CORPORATE SERVICES
ECONOMIC DEVELOPMENT OFFICE

ECONOMIC DEVELOPMENT COORDINATOR Permanent Full-Time Position

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 members, our greatest asset is a high performing workforce. We provide a collaborative, dynamic and progressive work environment that consistently attracts top-quality people, enables them to perform at their best and grow their skills. Our competitive wages, excellent benefits package, generous pension plan, flexible work program, supporting and inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

Want to make an impact on Saanich's economic vibrancy and enhance our local business climate? If so, we have an exciting opportunity available for an Economic Development Coordinator in the Corporate Services Department. This position reports to the Manager of Economic Development, assisting with the implementation of the District of Saanich Economic Development Strategy and business retention and expansion programs. Additionally, this position oversees a business visitation program, film industry liaison and promotion activity, social media and website content development, data and statistical research, the development of marketing and promotional activities and materials, and coordinates special events related to economic development.

Qualified candidates will have a University degree in business administration, communications, marketing, economic development, public administration or a related discipline; a minimum 2-years experience in economic development, business development, tourism, marketing our public administration or related area (an equivalent combination of education and experience may be considered); excellent interpersonal, communication, customer service and organizational skills; proficiency in MS Office Suite applications, social media platforms and data base systems. Experience with a CRM software would be an asset.

The successful candidate will work Monday to Friday 8:30 a.m. to 4:30 p.m.

This is a C.U.P.E. Local 2011 position with a wage of \$44.46 per hour plus and an excellent benefits package. Role profile and competition information can be found at www.saanich.ca. **Please apply by end of day September 18, 2024 quoting competition 24263 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for

2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca. We thank all applicants for applying.