



Employment Opportunity Community Development Manager (Permanent Full-Time)

Known as the 'Heart of Labrador', the Town of Happy Valley-Goose Bay is the largest municipality in Labrador, serving as the economic and cultural hub of the region. The Town offers a wide variety of services, programs, events and activities to its residents and businesses through a municipal workforce that maintains roads, arenas, sports fields, parks, playgrounds and trails; provides fire and emergency services; and ensures quality water supply and wastewater management. Community spirit is promoted through a variety of events and festivities throughout the year. Together, this makes the Town of Happy Valley-Goose Bay an attractive place to live, work and play.

We are seeking an experienced, community-focused **Community Development Manager!**

Reporting to the Chief Administrative Officer (CAO), the Community Development Manager will promote the development of Council's community/social/economic initiatives through identifying, researching, evaluating, strategizing, engaging community stakeholders, working collaboratively with key organizations, and fostering sustainable partnerships. These initiatives include attracting and retaining commercial enterprises to stimulate business activity and investment, address social and community issues such as the recruitment and retention of professionals, promote regional tourism, and projects or programs involving seniors, youth, families, new Canadians, persons with disabilities, and community safety to name a few.

The Community Development Manager must have completed a post-secondary degree in the field of business, marketing/economic development, research, or economics, and have demonstrated experience in a related field, preferably in a municipal setting. Must demonstrate a strong work ethic where specific skills, knowledge, and experience in the areas of administration, strategic planning, community, and economic development are required.

Required competencies include:

- highly developed written, oral, and interpersonal communication skills to present information and make recommendations including reports, proposals, procedures, and policies, responsibly and professionally;
- a strong analytical aptitude and flexibility to analyze problems, identify alternatives, and determine effective solutions;
- excellent ability to facilitate, network, and engage with the public, businesses, and community stakeholders;
- high degree of personal initiative to see projects from conception to completion;
- effective time and project management skills;
- establish and maintain cooperative and productive working relationships with internal team members to advance productivity, efficiency, and accountability;
- proficient in the use of computers especially Microsoft Office programs;
- proficient in the use of social media and other communications software;

The successful candidate must have a valid driver's license and provide a clear driver's abstract, as well as a satisfactory conduct certificate from the RCMP including a Vulnerable Sector Check, and a satisfactory Provincial Court check.

A detailed job description may be obtained from cao@townhvgb.com.

Interested applicants may apply by submitting a **cover letter and résumé** to:

Chief Administrative Officer
P.O. Box 40, Station B
Happy Valley-Goose Bay, NL A0P 1E0
Fax 709 896 9454 Email: cao@townhvgb.com

Applications will be accepted for this position until **4:00 PM on Friday, January 10, 2025**.

Only applicants that are selected for an interview will be contacted.