



## **District of Taylor Employment Opportunity**

### **Economic Development Officer (Full-time – One-Year Contract)**

Are you a motivated self-starter who thrives on the challenge of a diverse workload? Do you value the importance of collaboration and contributing as a strong member of a team? The District of Taylor is seeking an experienced and driven professional to join our team as Economic Development Officer. Reporting directly to the Chief Administrative Officer, this position plays a key role in advancing the community's economic growth. The Economic Development Officer will work in partnership with local businesses, industry, government agencies, and community organizations to identify opportunities, attract new investment, and support the growth and sustainability of existing businesses within the District of Taylor.

The ideal candidate will demonstrate strong leadership, communication, collaboration, and time management skills, coupled with an independent work ethic and exceptional attention to detail. A diploma or degree in Economic Development, Business Administration, Public Administration, or a related discipline is required, along with a minimum of 3–5 years of progressive experience in economic or business development, or a closely related field. A solid understanding of the District of Taylor's unique economic challenges and opportunities will be considered a significant asset, as will strong research and analytical abilities, including the capacity to interpret economic data and market trends to support informed decision-making.

The salary for this position will be commensurate with the successful candidate's education and experience between \$83,917 and \$100,700, with benefits provided.

The full job description for this position is available on the District of Taylor's Careers Page at [www.districtoftaylor.com/careers](http://www.districtoftaylor.com/careers). With your resume, please provide a cover letter that articulates how your skills and abilities make you the best candidate for this position. Submissions will be received until Sunday, September 7, 2025, at 4:30 p.m. local time.

District of Taylor  
Attn: Recruitment  
Box 300  
Taylor, BC V0C 2K0

Email: [recruitment@districtoftaylor.com](mailto:recruitment@districtoftaylor.com)

Fax: (250) 789-3543



## DISTRICT OF TAYLOR

### Job Description

**Title:** Economic Development Officer

**Date:** August 12, 2025

**Department:** Community Services

**Job Category:**

**Reports To:** Chief Administrative Officer

**Position Number:**

**Interacts With:** Directors, Managers, Staff,  
Council, Public

**Grade Assignment:** 11

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#### **General Summary:**

The Economic Development Officer is responsible for providing subject matter expertise and leadership in the development and implementation of strategies to promote economic growth, business retention, and community development within the District of Taylor. This position will work closely with local businesses, industry, government agencies, and community interest groups to identify opportunities, attract new investment, and support existing businesses to grow the local economy.

#### **Primary Duties and Responsibilities:**

##### **General**

- Provides guidance, support, coaching, mentoring, and ethical leadership to all employees and volunteers while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws
- Ensures the ongoing commitment to providing exemplary community service support through the respectful interactions between departmental employees and community members
- Responsible to engage in and support the appropriate, accurate, timely, and transparent communication flow with employees and stakeholders (both internally and externally) to ensure accurate information is shared on an ongoing basis

##### **Health and Safety**

- Ensures all employees, volunteers, and visitors to the department are provided with a safe and healthy workplace consistent with District of Taylor policies, standards and initiatives

##### **Community and Economic Planning**

- Conduct research and analysis to identify economic trends, market conditions, and community development opportunities

- Provide subject matter expertise in collaboration with Council, District staff and external stakeholders to ensure economic development initiatives align with community needs and priorities
- Responsible to build, maintain and provide continuous improvement of the approved economic development plan for the District of Taylor

#### **Business Development**

- Develop and implement economic development strategies to attract new commercial and industrial business investments to Taylor
- Identify and pursue ongoing funding opportunities, including grants and partnerships, to support economic initiatives
- Act as a liaison between the District of Taylor and the business community to provide guidance and support for new business endeavours and current business expansions
- Facilitate site selection for new businesses and provide relevant economic data to potential investors

#### **Business Retention and Community Expansion**

- Develop and maintain relationships with local businesses to understand challenges and identify opportunities for growth
- Provide support and resources to local businesses to improve competitiveness and sustainability
- Implement programs and initiatives to strengthen the local business community

#### **Communication and Marketing**

- Responsible for updating communication and marketing strategies and plans
- Responsible for the successful execution of the District public communication program plan, marketing efforts and program implementation. Ensures the timely and accurate information relevant to the public is created and maintained (includes District of Taylor website, social media content, and other promotional and advertising material)
- Actively promote economic development opportunities through marketing campaigns, trade shows, and networking events
- Act as a representative of the District of Taylor at local, regional, and provincial economic development meetings and events

#### **Stakeholder Engagement**

- Build and maintain partnerships with local businesses, chambers of commerce, industry associations, government agencies, recreation groups, nations, and municipalities
- Facilitate communication between the town and the business community to encourage collaboration and problem-solving
- Engage with community members to gather input and foster support for economic development initiatives
- Ability to understand and interpret needs of stakeholders

#### **Requirements and Qualifications:**

##### **Education and Experience:**

- Diploma or Degree in Economic Development, Business Administration, Public Administration, or a related field

- Minimum of 3–5 years of experience in economic development, business development, or a related field
- Previous experience working with smaller municipalities would be an asset
- Equivalent combinations of training and experience will be considered
- Previous experience with marketing and advertising including website maintenance

**Knowledge, Skills, and Abilities:**

- Strong understanding of District of Taylor economic challenges and opportunities
- Experience securing and managing grants and funding proposals
- Strong research and analytical skills, with the ability to interpret economic data and market trends
- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders
- Knowledge of municipal government operations and policies is an asset.
- Proficiency in Microsoft Office Suite
- Strong interpersonal skills to build and maintain collaborative, effective working relationships with team members, employees, volunteers, mutual aid partners, the general public, elected officials, District staff, and other stakeholders
- Excellent conflict management, negotiation and facilitation skills
- Ability to foster Economic Development through Business and Stakeholder Engagement
- Strong Problem-Solving Skills
- Ability to Work in a Team Environment or Individually when required.
- Project Management Skills.
- Ability to adapt to changing priorities

**Other Requirements:**

- Valid Class 5 BC Driver's License
- Clear Criminal Record Check
- Legally entitled to work in Canada

**Working Conditions (environmental conditions, physical demands, travel, etc.):**

- General office conditions – ergonomic and eye strain considerations associated with desk and computer work
- Nature of community events and other community development opportunities (trade shows, community meetings, conferences, etc.) may require participation during weekend and holiday community activities
- Some travel outside of the community may be required
- Some outdoor requirements in varied weather conditions