



TEMPORARY EMPLOYMENT OPPORTUNITY

Economic Development Officer (EDO)

Competition #01-2019

Wage Rate: \$28.00 - \$34.00/Hour

ECONOMIC DEVELOPMENT OFFICER (TEMPORARY) – POSITION SUMMARY

Reporting to the General Manager, the Economic Development Officer (EDO) will play a key role in the development, implementation and administration of programs to promote industrial, commercial and tourism investment, business retention, expansion and attraction in Fort Erie. Responsibilities of the EDO include, but are not limited to: assisting in the development of policies and the administration of programs that promote industrial, commercial and tourism business investments consistent with the strategic goals and objectives of the Corporation; conducting economic and comparative research; coordinating special projects, grant applications and proposals; contributing to the creation and implementation of marketing strategies; supporting the growth of current businesses and maintain a pro-active outreach program; representing the Fort Erie EDTC at official and promotional functions; and, liaising with potential investors, business associations and government agencies.

QUALIFICATIONS

To be considered for this challenging opportunity, a candidate must possess the following qualifications;

- at least two (2) years of experience in community based economic development or equivalent.
- a degree in Economics or Business Administration or Ec.D. certification or equivalent experience and demonstrated knowledge of: business/strategic planning; policy development; project management; business development; marketing; municipal governance and administration and industry/trade.
- advanced research, report writing and presentation competencies.
- demonstrated ability to develop, maintain and leverage professional relationships.
- demonstrated working knowledge of community based economic development principals and a comprehensive understanding of the socio-economic climate of the town of Fort Erie, the Niagara Region and the province of Ontario.
- ability to work well within a small team environment.
- a valid driver's license and regular access to a vehicle.
- ability to travel across the U.S./Canada border.

Wage rate is \$28.00 - \$34.00 per hour for this temporary contract position ending December 31, 2019. Hours of work are Monday-Friday – 8:30am to 5:00pm (37.5 hours per week). Qualified candidates are encouraged to submit a covering letter and resume describing in detail your qualifications for this position through one of the following channels:

Email: cgrummett@forteriecanada.com

Mail: Fort Erie Economic Development & Tourism Corporation
660 Garrison Road, Unit 1, Fort Erie, ON, L2A 6E2
Attn: Caralee Grummett, General Manager
Re: Competition #01-2019

The deadline for applications is 4:00 p.m., Thursday, June 13, 2019.

All applications are appreciated, however only those candidates selected for an interview will be contacted.