



## **COMMUNITY DEVELOPMENT CORPORATION COORDINATOR**

### **(TEMPORARY – PART TIME) – POSITION SUMMARY**

Reporting to the Community Development Chairperson, CDC, the coordinator 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 Town of The Pas/RM of Kelsey.

Responsibilities of the CDC Coordinator 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, Town of The Pas and RM of Kelsey; 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 Town of The Pas/RM of Kelsey 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 The Pas, RM of Kelsey, Opaskwayak Cree Nation, and the province of Manitoba.
- ability to work well independently and within a small team environment.
- a valid driver's license and regular access to a vehicle.

Hours of work are to be determined. 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:** andrem@townofthepas.ca  
**Attn:** Andre Murphy, CDC Chairperson  
**Re:** Coordinator Position

***The deadline for applications is 4:00 p.m., December 6, 2019 All applications are appreciated, however only those candidates selected for an interview will be contacted***