



We are currently hiring for the position of
Economic Development Officer
Join Our Team!

Job Summary

The Township of Nipigon is seeking a highly motivated, innovative and qualified individual to fill the position of Economic Development Officer (EDO). Reporting to the Chief Administrative Officer, the EDO will oversee the management of economic and community development initiatives such as researching opportunities, supporting and retaining local businesses, attracting investment, drafting policy and grant facilitation. This position, with guidance from Council, the CAO and the Economic Development Committee, will assume responsibility for managing and delivering economic development functions such as special projects, marketing campaigns, tourist and economic development planning, community liaison and grant facilitation.

The successful candidate will receive a competitive starting salary within the range of **\$65,200-\$87,000**, commensurate with qualifications and experience, coupled with an excellent benefits package and OMERS Pension.

1. DUTIES/RESPONSIBILITIES:

- a) Assess business opportunities and develop strategies to attract venture capital and other new business investment
- b) Develop policies and administer programs to promote residential, industrial, commercial and tourism business investment in urban and rural Nipigon and surrounding area
- c) Plan and co-ordinate development projects with representatives of a wide variety of tourism opportunities, residential, industrial and commercial enterprises, business associations and government agencies
- d) Work with consultants and committees to plan and coordinate economic development projects
- e) Conduct comparative research on marketing strategies for industrial and commercial products
- f) Plan and manage the Economic Development department, its annual operations and capital budgets, monitor expenses, prepare invoices for payment, and track revenues

- g) Preparing reports on the issues and projects impacting Nipigon and the region, making recommendations for consideration of the Chief Administrative Officer and Council
- h) Bring forth issues that require follow-up and/or further research to the attention of the Chief Administrative Officer and Council
- i) Researching and preparing, for approval of the Chief Administrative Officer and Council, applications for Federal, Provincial and other sources of funding to support municipal and local organization projects
- j) Communicate and liaise verbally and in writing between visitors/enquirers and relevant staff, and interpret and respond clearly and effectively to request(s) made via email, over the phone or in person, and to verbal or written instructions
- k) Establish and maintain effective working relationships with co-workers, supervisors, the Chamber of Commerce, First Nations, Non-Profit organizations, community groups, and the general public
- l) Oversee, prepare reports, agendas and minutes for the Economic Development Committee and subcommittee meetings. Support the committee as required.
- m) Liaise and provide assistance/guidance to local or proposed business ventures or community organizations looking for funding or expertise with planning
- n) Other duties as assigned by the CAO

2. WORKING CONDITIONS:

- a) Usual public office conditions and nature of work indicates a high degree of interruption to answer inquiries
- b) Statutory and operational work is subject to tight deadlines and meeting specific goals and objectives as set by the Township.
- c) Observe usual office hours of 8:30 am to 4:30 pm - expected to work additional time, attend weekend and evening meetings, perform assignments, and participate in workshops/conferences/etc.

3. WORKING RELATIONSHIPS:

- a) Under direction and reports to Chief Administrative Officer and Council. Works with Economic Development Committee: receives policy direction, discusses plans and priorities, provides policy advice and guidance
- b) With Other Staff: Provides professional advice; maintains a harmonious relationship

- c) With Other Government and Agencies: Maintains an effective liaison to promote joint projects and to comply with legislation and obtain funding
- d) With the Public: Explains projects and goals; promotes the Township of Nipigon to tourists and the surrounding area; obtains input from the public

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Preferred at least two (2) year's relevant experience working in economic development or a directly related field, with a focus on supporting local businesses, growth opportunities, and/or investment attraction.
- Previous experience in a municipal environment would be considered an asset.
- Working knowledge of community economic development theories and practices as well as knowledge of local and regional economic development potential and opportunities.
- Demonstrated "Customer First" service treatment of customers, partners and colleagues.
- Demonstrated flexible and positive approach and initiative in completing assignments.
- Earned or working to attain credentials in Economic Development is an asset.
- The preferred candidate will have a college/university degree in one or more of the following majors: Economic Development, Commerce, Marketing or Business Administration. Other relevant field or equivalent experience may be considered.
- Requires an understanding of municipal affairs, business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of real estate as well as geographic and socio-economic characteristics of Northern Ontario
- Must have an excellent understanding of municipal government process as well as the ability to interpret policies, regulations, and legislation.
- Proven ability to foster a cooperative work environment with multiple, cross-functional stakeholders.
- Strong interpersonal, time management, presentation, multi-tasking, communications (both written and oral), and leadership skills.
- Strong project management, analytical, research and problem-solving skills.
- Good leadership, organizational, oral and written communication skills as well as strong computer skills. These skills will be complimented by experience in a similar or related

field.

- Excellent computer skills including Microsoft Office products, spreadsheets, and graphic design
- Ability to handle tight and multiple deadlines, strong verbal and written communications skills, excellent administrative, strategic, analytical and organizational abilities required, demonstrate solid judgment, tact and diplomacy skills
- Ability to work independently, and maintain confidentiality
- Understands the Municipal Act, the Planning Act, and other relevant provincial, federal and municipal legislation.
- Valid Class G drivers Licence. and access to a reliable personal vehicle.

OTHER

The statements contained in this job description reflect the general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.

TO APPLY

To express an interest in this rewarding, challenging opportunity in confidence, submit your cover letter, résumé, and three (3) professional references no later than **Tuesday, April 22th at 4:30 pm EST** via email to Lars Moffatt, Chief Administrative Officer at cao@nipigon.net. We thank all those who express an interest, however only those chosen for further development will be contacted.

The Township of Nipigon is committed to accommodating all applicants in accordance with the Ontario Human Rights Code. Applicants are encouraged to make any requests known to Human Resources in advance. Only those applicants selected for an interview will be notified.