



EMPLOYMENT OPPORTUNITY ECONOMIC DEVELOPMENT OFFICER

The Town of Placentia is seeking applications for a newly created position of Economic Development Officer. This is a full time non-unionized, Management position – 35 hours per week / on a two-year term (possibility of extension / permanent).

Under the direction of the Chief Administrative Officer, the Economic Development Officer will propose & undertake economic development activities for the Town.

This position will support the Town's existing businesses, and attract investors, residents, and visitors who will help our community grow and prosper.

This position will:

- Develop and implement an Economic Development plan for the Town.
- Develop and implement business attraction and retention strategies for the Town.
- Pursue funding initiatives and applications on behalf of the Town.
- Act as a representative of the Town and region when engaging with the business community, prospective investors, the public and other stakeholders.
- Develop new initiatives and projects to further economic and community development goals.
- Develop relationships and partnerships with the local business community, industry associations and organizations, educational institutions, in achieving the established goals and objectives of the Town.
- Attend meetings relevant to the region on economic development, business development and investment.
- Management of Town arena, including programming, scheduling, and special activities.

Qualifications

- A post-secondary degree in a discipline related to economic development/business, business development.
- 3-5 years of business development experience in a private or public sector. A suitable combination of related education and experience may be considered.
- Certificate in economic development is an asset.

Conditions of Employment

- Submission of a Satisfactory Criminal Record Check.
- A valid license and access to a personal vehicle for business use is required.
- Evening and weekend work and travel are sometimes required for this position.
- The successful candidate will be required to provide proof of full COVID-19 vaccination or approved exemption as a condition of employment, as per the Town of Placentia's Mandatory Vaccine Policy.

The Town of Placentia provides a competitive salary with a benefits package. If this opportunity interests you, please submit a cover letter and resume quoting "Economic Development Officer" to townofplacentia@placentia.ca

Closing Date: March 4th, 2022

The Town of Placentia would like to thank applicants for their interest. Only those candidates selected for interviews will be contacted.