



Central Coast

REGIONAL DISTRICT

Title: Economic Development Officer
Department: Corporate Administration
Status: Regular (full-time)
Salary: \$70,000- \$75,000
Reports to: Chief Administrative Officer
Date: April 2023

Position Summary:

The Central Coast Regional District (CCRD) is seeking a full time Economic Development Officer (EDO). Reporting to the Chief Administrative Officer, the EDO will provide economic planning, marketing and promotion, project management, hiring support and oversight of contractors for special projects, relationship building, business retention and expansion activities, and administrative support to the upcoming Economic Development Committee / Commission.

The EDO is engaged by the Central Coast Regional District to develop and define strategies focusing on sustainable growth matched to opportunities specific to the needs of healthy rural and remote communities. There are a range of special projects under the CCRD community economic development function and the EDO is responsible for coordinating, implementing, and promoting these projects.

The EDO will work as part of a small and dedicated team. The EDO reports to the Chief Administrative Officer (CAO) for staff direction, and works with community organizations, industry groups, and the Economic Development Advisory Committee (or other governance structure) to implement the economic development strategy and Board priorities. This position will involve working outside of regular office hours and periodic out-of-town travel.

Key Job Duties & Responsibilities:

- Providing support and recommendations to the CAO on sound economic development strategies and programs.
- Conducting research and analysis to support the development of business support, business attraction, workforce development, and marketing and communication projects and programs.
- Preparing correspondence, written reports, sector profiles, proposals, data summaries and presentations regarding key findings on target industries, markets, key messages, and partners, including content development and production of materials.
- Developing and delivering various projects and programs to support economic development activities within established program delivery budgets.
- Providing economic and business development information to existing and prospective businesses and investors, business development proponents, government, and other private and public sector stakeholders, including relevant expertise and support for community economic development initiatives.
- Maintaining an awareness of current economic issues and opportunities important to the development of CCRD's economy.
- Establishing and building relationships with local and regional businesses, major employers,

potential investors, industry associations, entrepreneurs, post-secondary institutions, and financial institutions to facilitate economic growth and diversification.

- Liaising with investors, government agencies, the business community and educational and financial institutions to implement initiatives and strategies that define both short- and long-term economic development goals and monitoring progress toward well-defined deliverables.
- Supporting and/or making presentations to the general public, community stakeholders, other CCRD staff and the board as required.
- Coordinating and/or participating in conferences and trade shows to represent and promote the CCRD.
- Monitoring, maintaining, and producing content for use on platforms including but not limited to: social media platforms, websites, videos, marketing materials, advertisements, op-eds, and advertorials.
- Applying for or providing referrals to available funding programs; and
- Performing other related duties as required.

Knowledge, Skills, and Abilities:

- Considerable knowledge of workforce planning, business planning and investment decision making.
- Ability to conduct economic and market research.
- Ability to effectively manage economic development and other related planning processes.
- Demonstrated business sales experience.
- Proven ability to build relationships with Community Stakeholders.
- Ability to create annual work plans that identify short and long-term goals, define work objectives, key performance indicators, and performance metrics; demonstrated project management experience.
- Strong knowledge of research and statistical processes.
- Exceptional ability to self-motivate and to function with minimum direction and supervision.
- Advanced skills in facilitation, presentations, and public speaking.
- Strong research, grant and report writing skills.
- Excellent interpersonal skills to build and maintain cooperative working relationships with other CCRD employees.
- Ability to deal courteously, tactfully, and diplomatically with members of the general public, community and special interest groups, and internal and external customers.
- Strong written and verbal communication skills. Ability to work within, and contribute to, a proactive team environment.
- Ability to display independent initiative, judgment, creativity, and innovation in developing future solutions. Ability to facilitate problem resolution.
- Demonstrated commitment to customer service.
- Strong organizational, time management and project management skills.
- Ability to manage social media platforms, engage and increase followers.
- Demonstrated competence with various computer programs pertaining to the work.
- Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Qualifications & Experience:

Education: A related bachelor's degree or two-year diploma from a publicly accredited post secondary institution.

Experience: With a bachelor's degree – a minimum of one year of related experience in an economic development role which includes the preparation and implementation of business, workforce development, and marketing plans. With a diploma – three years of related experience.

- Consideration may be given to an equivalent amount of education and experience.
- Valid Class 5 BC Driver's license.
- Eligible to work in Canada.

What the CCRD Offers:

- Competitive salary, benefits, sick days, and pension.
- Hybrid working arrangement, predominantly remote (work from home), with scheduled visits to the main office (Bella Coola) and occasional travel to outer coast communities. The applicant can live anywhere in British Columbia.
- Professional Development opportunities and training.
- A compressed 4-day work week for 2023 (every Monday off).

Please apply for this opportunity by emailing a resume and cover letter to cao@ccrd.ca by no later than May 19, 2023.