



TOWNSHIP of/CANTON de

NORTH STORMONT NORD

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TOWNSHIP OF NORTH STORMONT Job Description

Position Title:	Economic Development & Community Engagement Officer
Supervisors:	Chief Administrative Officer / Clerk
Salary Level:	Band E (\$70,032 - \$91,375)
Hours of Work:	35 hrs/week Monday to Friday

POSITION SUMMARY:

The Economic Development & Community Engagement Officer (EDCEO) is responsible for developing and coordinating the implementation of a strategic action plan that will improve the social and economic well-being of the Township of North Stormont. The EDCEO will take a leading role in planning, implementing and evaluating community and economic development projects and programs by effectively merging strategic planning, stakeholder engagement, project management and collaborative problem solving. The EDCEO monitors regional economic influences to assist in the development of the Township's goals for social and economic growth; and plans and implements community strategies to ensure the most innovative approaches are used to accomplish our strategic objectives.

RESPONSIBILITIES:

Economic Development

- Develop and implement strategic economic plans incorporating innovative practices which support the economic growth of the Township; to ensure that human and natural resources are being utilized to their fullest; and to ensure the projects being promoted complement the preservation of the environment.
- Research, develop and implement clear economic strategies, objectives, and long-term plans for a unified business attraction/retention program.
- Use local, regional, provincial and national statistical data and research for developing economic profiles which will inform the development of an economic plan.
- Promote awareness of economic development opportunities, initiatives and projects through a variety of information mediums across the municipality.

Stakeholder Engagement

- Create, build and maintain strong relationships with local businesses, community organizations, government agencies, community leaders, and internal and external stakeholders.
- Identify and collaborate on joint initiatives that achieve the Township of North Stormont strategic goals while advancing stakeholder objectives.
- Conduct community and stakeholder engagement sessions focused on initiatives, issues, and projects within and beyond the municipality.
- Act as a liaison between the municipality and other levels of government, including the Ministry of Economic Development, Job Creation and Trade (MEDJCT), businesses and community stakeholders.

Project Management

- Demonstrated ability to secure funding that supports the social and economic development of the municipality. Including the review and communication of grant opportunities and guidelines to internal and external stakeholders. Support with the preparation, submission, and monitoring of grant applications including the reporting requirements.
- Efficiently manage the development, promotion, execution and review of innovative projects that enhance the social and economic conditions in the municipality.

Community/Strategic Planning

- Assists with the development of social, economic and business planning strategies for the municipality.
- Develop and support strategic planning process with local organizations, community groups and businesses and business associations.

Communications

- Maintain the Township website and social media sites, including the Township of North Stormont's Facebook page.
- Drafts media releases, briefings, and key messages for community media outlets.
- Assists with pre-event planning, design, and set-up for public relations events.
- Provides reports and support for Council to make informed decisions pertaining to economic and community development.
- Other duties as assigned.

QUALIFICATIONS:

- College or university degree in Economics, Business Administration, Public Administration, Planning, Communication, Geography or a related field, or an equivalent combination of education and experience.
- Designation as Certified Economic Developer (Ec. D.) is an asset.
- Holds an Economic Developers Association of Canada (EDAC) membership in good standing is an asset

EXPERIENCE:

- Three years' experience working in the field of economic development, community development, or equivalency working in these areas.

KNOWLEDGE/SKILLS/ASSETS:

- Knowledge of relevant municipal legislation, and provincial and federal statutes.
- High degree of professionalism coupled with strong relationship building and oral and written communication skills. In both official languages is an asset.
- Knowledge of communication principles and practices, including the use of web and social media platforms.

- Ability to work both independently and as a motivated team member.

WORKING CONDITIONS:

- The work is performed in an office environment.
- Effectively communicate with the public, Council, and colleagues,
- Often engaged in high-priority issues, short deadlines, concurrent demands and changing priorities, which may result in personal stress and frustration.
- There is a requirement to travel throughout the Township of North Stormont, and the region to attend meetings and consultations.
- Attendance at evening Council meetings as required