

## **Employment Opportunity: Economic Development Officer**

The Town of Shaunavon is seeking a dynamic and motivated individual to take on the role of **Economic Development Officer (EDO)**.

### **Overview:**

The Economic Development Officer (EDO) will play a crucial role in fostering Shaunavon's economic growth by attracting investment, supporting local businesses, and securing funding for key initiatives. This position will work collaboratively with municipal leadership, Town of Shaunavon Managers, Council, the EDC, the business community, and regional partners to drive sustainable development and enhance Shaunavon's economic landscape.

### **Flexible Employment Options:**

We recognize that the right candidate may come from various professional backgrounds and have different work preferences. As such, we are open to considering applicants for:

✓ **Full-time or part-time employment**

✓ **Salary or contract-based arrangements**

We encourage individuals with a passion for economic development, grant writing, business support, and community growth to apply and outline their preferred work arrangement in their application.

### **Key Responsibilities:**

- Write and manage grant applications to support Town and business initiatives
- Identify investment opportunities and support local business development
- Collaborate with the Shaunavon Chamber of Commerce on job fairs, workforce development, and business initiatives
- Assist with development incentives and economic policy recommendations
- Work with municipal departments to support funding opportunities across all areas, including bylaw and signage initiatives
- Represent Shaunavon in regional economic development networks and at relevant events

### **Compensation:**

As the Town is open to various employment arrangements, applicants are asked to submit their proposed wage or contract rate as part of their application. Compensation will be determined based on experience, qualifications, and the nature of the employment arrangement (full-time, part-time, salary, or contract).

### **Additional Information:**

- The successful candidate will be required to provide a criminal record check.
- Preference may be given to candidates with relevant education, municipal experience, and a demonstrated commitment to community involvement and local development.

### **How to Apply:**

Interested candidates please submit your application to [shaunavon3@sasktel.net](mailto:shaunavon3@sasktel.net) . Position will remain open until filled.

If you are interested in making a lasting impact on the economic future of Shaunavon, we want to hear from you!