EMPLOYMENT OPPORTUNITY

"ECONOMIC DEVELOPMENT OFFICER"

In partnership between the Town of Moosomin, the R.M. of Moosomin No. 121, and the Community Builders Alliance (CBA), the Moosomin Economic Development Committee is now accepting resumes for the position of a **Full-Time** "Economic Development Officer" (EDO).

Reporting to the Economic Development Committee, the EDO is responsible for overall function of Economic development. In general, this includes office duties, attending and facilitating meetings, budgeting and financial reporting, identifying/pursuing/exploring opportunities for economic development, and promotional activities, with the complete job description available online at www.moosomin.com.

The desired candidate will have relevant post-secondary education with a minimum of (2) years of administrative experience in a related economic or business development position. This experience shall include related aspects of budget control and demonstrate effective communication skills. Knowledge of municipal *(zoning regulations)*, and provincial and federal legislation *(ie. codes, etc.)*, as it pertains to development of property would be an asset.

A valid Saskatchewan Class 5 drivers license is required, and applicant must also provide a Criminal Records check from the R.C.M.P., acceptable to the committee.

Interested persons are asked to submit a complete and current resume with references, and expected salary, until April 8th, 2022, however, this time period may be extended until such time as a suitable applicant is chosen.

The Economic Development Committee thanks all those that apply, however, only candidates being considered for the position will be further contacted.

Applications may be mailed, delivered, faxed, or e-mailed to the Town of Moosomin at the following address:

TOWN OF MOOSOMIN
701 MAIN STREET
BOX 730
MOOSOMIN, SASKATCHEWAN
S0G 3N0

Phone: (306) 435-2988
Fax: (306) 435-3343

e-mail: twn.moosomin@sasktel.net