

ECONOMIC DEVELOPMENT COORDINATOR

The City of Moose Jaw is seeking to fill our newly created Economic Development Coordinator position. Under the direction of the Manager of Economic Development, the Economic Development Coordinator is responsible for various economic development activities, business engagement, Indigenous engagement as well as supporting the Downtown Moose Jaw Association (DMJA).

This position will perform the following duties:

- Build positive working relationships and partnerships with stakeholder groups, business community, Indigenous Peoples, federal, local and provincial governments to promote and enable businesses to locate and expand in the City.
- Will be involved in such activities as economic planning, marketing, project management, information management and administrative support to the DMJA Board.
- Provides technical assistance to community leaders and the DMJA to assist their planning and implementation of community and economic development programs, establishing a Business Improvement District (BID), Business Retention & Expansion, Marketing and Investment Attraction.
- Implement the City's branding and marketing strategy through the preparation and dissemination of promotion materials via new smart e-tools, social media, the City's website and business networks.
- Represent the City at trade shows, conferences, business symposiums and economic development associations.
- Proactively pursues grant funding opportunities including identifying and writing grant applications to bring additional resources to the City and downtown.
- Indigenous Engagement including the development of an Indigenous Engagement Framework.
- Attend meetings of the Economic Development Team and Downtown Moose Jaw Association and prepare reports for both containing recommendations on matters relating to economic development.
- Developing annual work plan and prepare regular reports as needed, all of which will be approved by the Manager of Economic Development and the DMJA Board.

Qualified applicants will possess:

- Degree in Public Administration, Business Administration or Indigenous Business & Public Administration and/or a professional designation/Certificate in Economic Development/Indigenous Economic Development or experience in working directly with economic development issues.
- Experience and success in interaction with a diverse group of stakeholders, including business owners and Indigenous groups (may include experience in economic development services with Indigenous Groups).
- Demonstrated indicators of self-starter initiative, creative thinking, superior oral and written communication skills and effective communication, strong organizational and writing skills, and a passion for improving the Moose Jaw community.
- Provide exceptional customer service.
- Ability to articulate Moose Jaw's attributes and DMJA/BID's mission in a compelling and persuasive way
- Valid Class 5 driver's license and personal vehicle available for work use
- Familiarity with Windows based systems and various Microsoft Office programs including Word, Excel and PowerPoint.
- Ability to accept responsibility, work with minimum supervision and work outside normal hours of work

Please submit a resume prior to 5:00 p.m. March 9, 2022, with names of references and clearly indicating Competition #22-19 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.