

District of Wells

PO Box 219, 4243 Sanders Avenue, Wells, BC, VOK 2R0
Phone--250-994-3330 Fax--250-994-3331 www.wells.ca

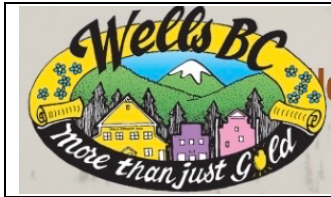
JOB SUMMARY

DISTRICT OF WELLS ECONOMIC DEVELOPMENT OFFICER

Reporting to the Chief Administrative Officer (CAO), the Economic Development Officer (EDO) will oversee the District's economic and business development program, and develop and implement strategies and programs that support business attraction, retention, expansion and destination tourism.

PRIMARY DUTIES AND RESPONSIBILITIES OF THE EDO POSITION

- Develop and implement with the community an Economic Development Plan
- Identify economic development opportunities, and act as a catalyst for co-ordination of economic development activities in the community
- Undertake economic research, analysis and activities which develop and foster partnerships that contribute to the economic development of the District and promote Wells as a location of choice for business investment, enterprise and year round destination tourism
- Develop an attraction/multi-media marketing campaign for potential investors in the community, and provide related information for businesses, tourism operators and potential investors on sources of financial assistance for business start-ups and expansion
- Be the principal point of staff contact for the District on business enquiries for the area
- Work with the local Chamber of Commerce (if reactivated) to identify supports for local businesses and identify gaps in the community, and assist existing employers to sustain and expand their businesses
- Work with the Visitor Information Centre and local tourism operators on how to promote Wells as a first class year round tourism destination
- As directed by the CAO, prepare and/or assist with grant applications, including the development of grant applications in consultation and partnership with the District's two Select Standing Committees. Prepare reports and budgets for potential future projects for grant applications, and manage existing grants for economic development,
- Prepare regular written reports on the principal activities completed by the EDO, for presentation at Regular Council and Select Committee meetings
- Act as Deputy to the CAO in the CAOs absence, and carry out and perform such other duties as the CAO may assign from time to time.



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- As assigned by the CAO, undertake project management responsibilities for select small and medium size District projects as deemed appropriate
- Develop and maintain positive external relations and partnerships with Provincial Ministries, Federal Departments, First Nations, educational institutions, local businesses/associations, not-for-profits and other community groups and organizations
- In consultation with the District's Corporate Officer, oversee use of the District's facilities and parks for events, commercial use, not-for-profit use, and use by the public.

PREFERRED QUALIFICATIONS FOR THE EDO POSITION

- Degree in business administration, economic development, commerce, public administration, economics, marketing or other related discipline from a recognized post-secondary institution.
- Training or courses that demonstrate ongoing professional development in the economic and business development field
- Progressively responsible experience working in a similar role in economic development, business development, community program development, marketing or promotional campaigns and activities
- Experience in managing projects
- Experience in community and stakeholder engagement.
- The incumbent will be required to attend evening and weekend meetings and events from time to time as directed by the CAO

The District puts a priority on offering a healthy work life balance for its employees, and is prepared to offer a competitive salary commensurate with knowledge and experience, including a comprehensive benefit package and relocation assistance. Interested applicants are invited to submit a letter of interest and resume, by Friday, September 29th, 2023 to:

Mayor Ed Coleman, District of Wells
Phone: (250)-991-9034
Email: edcoleman@wells.ca