



CORPORATION OF THE VILLAGE OF POUCE COUPE

**ECONOMIC DEVELOPMENT OFFICER - CONTRACT
POSITION**

The Village of Pouce Coupe is actively seeking to fill the role of Economic Development Officer (EDO).

The position will offer the opportunity to work from home. Approximately 20 hours per week. More hours may be needed during budget season and during audits. This position will be a contract position for one year to start with the possibility of renewal. It will pay a salary between \$40,000 to \$50,000/year.

The Village is home to 869 residents and is located approximately 10 kilometers from the City of Dawson Creek in the Peace Region of British Columbia. Our residents enjoy all the amenities of a medium sized city at a fraction of the cost. We are surrounded by rolling hills, farms and yellow fields of canola as far as the eye can see. You will be working with a CAO and a progressive Council that is committed to moving the Village forward in an open, transparent and collaborative way. The Peace Region has excellent recreational opportunities that include skiing, hiking, ATV riding, and snowmobiling just to name a few. This opportunity would be well suited to someone looking for an excellent work/life balance.

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

We are looking for someone that will help grow our community and help us with growing.

If you are interested in taking on this challenging role, please forward your resume by May 31, 2024 to Sandy Stokes at sstokes@poucecoupe.ca

JOB SUMMARY

VILLAGE OF POUCE COUPE ECONOMIC DEVELOPMENT OFFICER

Reporting to the Chief Administrative Officer (CAO), the Economic Development Officer (EDO) will oversee the Village'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

- Review, develop and implement 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 Village and promote Pouce Coupe 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 Village on business enquiries for the area
- Work with the Visitor Information Centre and local tourism operators on how to promote Pouce Coupe year-round tourism destination
- As directed by the CAO, assist the grant writer with the submission of grant applications as needed. 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.
- 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
- Assist with Bylaw writing and research as deemed necessary to aid Economic Development

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