



CENTRAL COAST REGIONAL DISTRICT

COMMUNITY ECONOMIC DEVELOPMENT OFFICER

Position

The Central Coast Regional District is seeking a full time Community Economic Development Officer (CEDO). Reporting to the Chief Administrative Officer, the CEDO will provide economic planning, marketing and promotion, project management, hiring support and oversight of contractors for special projects, relationship building, business retention and expansion activities, and administrative support to the Economic Development Advisory Committee (EDAC).

The CEDO is engaged by the Central Coast Regional District to develop and define strategies focusing on sustainable growth matched to opportunities specific to the needs of healthy rural and remote communities. There are a range of special projects under the CCRD community economic development function and the CEDO is responsible for coordinating, implementing and promoting these projects.

The CEDO will work as part of a small and dedicated team located at the CCRD office in Bella Coola. The CEDO reports to the Chief Administrative Officer (CAO) for staff direction, and works with community organizations, industry groups, and the Economic Development Advisory Committee to implement the economic development strategy and Board priorities. There are five key priorities identified within the CCRD Economic Development Operating Plan (2016-2019). These are:

1. Work with local First Nations and the distinct unincorporated areas to develop a foundation for a coordinated and diversified economy.
2. Support the development of a vibrant local entrepreneurial ecosystem through the CCRD's relationships with regional, provincial, and federal agencies.
3. Support the empowerment of the local community by facilitating the coordination of community efforts to build local capacity to implement economic development plans and initiatives.
4. Leverage local government capacity to develop policy and bylaws to support the revival of a resilient local economy.
5. Work with organized community groups to help them lobby for support and connect with resources that are available through senior levels of government and various foundations to meet their community and economic development objectives.

Qualifications

We are seeking applicants demonstrating the following qualifications:

- A degree in community or economic development/international development, community planning, or a related field and/or certification as a Professional Economic Developer (EcD).
- Three (3) to five (5) years' experience working within an economic development environment, preferably within the public sector.
- Knowledge of local, regional and rural Northern British Columbia economy.
- Knowledge of Community Economic Development theory and of economic development and planning principles within a local government context.
- Ability manage numerous projects and deadlines simultaneously and to balance changing workloads and priorities.
- Excellent relationship building skills, able to establish and maintain effective working relationship with staff, elected members, businesses and communities.
- Excellent communication (verbal and written) skills.
- Community engagement experience
- Ability to develop and present materials and concepts to diverse groups.
- Strong computer skills, including ability to proficiently use relevant hardware, software (including MS Office).
- Ability to be self-directed, results orientated and deliver professional products.
- Strong research, analysis, and strategic thinking skills.
- Enthusiastic and self-motivated - works well individually as well collaboratively as a team member
- Possess a valid Class 5 BC Driver Licence
- Strong social media and communication skills are an asset.

Hours of Work: 35 hours per week Monday to Friday, 8:30 a.m. to 4:30 with the flexibility and availability to work days, evenings and weekends as operationally required. A comprehensive benefits package is offered with this position.

This is a full time position is confirmed for one year. Extension of the term, for one to three years, is dependent on securing revenue sources. It is expected the CEDO will collaborate with the CAO and CFO to pursue revenue sources that will sustain the employment of the CEDO beyond the contract.

Salary: Compensation commensurate on experience.

Applications: Qualified applicants are invited to submit a letter of application and a resume in confidence prior to **4:00 p.m. on April 30th 2018** quoting **CEDO Position** to the Chief Administrative Officer at cao@ccrd-bc.ca or to 626 Cliff St., Box 186 Bella Coola, British Columbia V0T 1C0.

Applicants shall provide the following information in their submission:

- Cover letter and resume
- One to two page essay (250-500 words) on what the applicant envisions as Economic Development for the Central Coast
- Shortlisted applicants will be asked for three (3) references

Only shortlisted candidates will be contacted. Additional information about the Central Coast Regional District is available at: www.ccrd-bc.ca.