Economic Development Officer
Casual – Approx. 2-3 days per week

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The Planning and Development Services Department, seeks an individual on a casual basis with an outstanding work ethic and superior communication skills to join their team. The Economic Development Officer is responsible for supporting the municipal economic development program, such as local business development, initiatives to attract investment, development and to bring new business to the City. Strong project management skills will be essential as the role takes on initiatives from the initial research stage and sees the initiatives through to fruition. In addition, the successful candidate will have solid communication and analytical skills for demonstrating the feasibility of potential plans, reporting results of initiatives undertaken and for grant writing. The role requires someone with outstanding public relation and customer service skills as you will be representing the City of White Rock while working with local White Rock businesses, internal departments and will act as the department's staff liaison on the City's COVID-19 task force.

Requirements:
- Degree or diploma in a discipline related to the work such as marketing, communications or business administration, plus at least 3-4 years related experience; or an equivalent combination of training and experience. Candidates with a Certification in Economic Development (i.e. Ec.D or C.EcD) will be given preference.
- Ability to effectively communicate, verbal and written, and demonstrate excellent listening skills;
- Ability to deal tactfully with the public in a courteous, professional and effective manner;
- Ability to work cooperatively and amicably in a team environment with a safety first attitude;
- Considerable knowledge of the principles, practices, methods and techniques applicable to the work.
- Considerable knowledge of the policies, rules and regulations governing the work.
- Considerable knowledge of the objectives, activities and requirements related to the work.
- Considerable knowledge of the communications tools used in the work.
- Ability to plan, research and develop, coordinate and implement a variety of programs, events, activities, and materials in support of business initiatives.
- Ability to research and compile information, and to prepare and present narrative and graphic reports on a variety of matters pertaining to economic development.
- Ability to coordinate outreach efforts to local businesses, and act as a resource and advocate for same.
- Ability to provide support to committees and act as the City's representative in the work.
- Ability to establish, develop and maintain effective working relationships with a variety of external and internal contacts, and to provide information and assistance to same.
- Ability to communicate effectively orally and in writing and to make presentations.
- Possess and maintain a valid Class 5 BC driver's license

The hourly wage of this CUPE position is $34.98 – $41.29 per hour (2019 rates) with 11% in lieu of benefits. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply.

Please submit your cover letter, resume, and Drivers Abstract for consideration by the application deadline.

Application Deadline: 4:30 p.m., July 19, 2020
Submit your application: Apply online at www.whiterockcity.ca/jobs
Recruitment Reference: 2020-30

www.whiterockcity.ca/jobs
Thank you for your interest. Only selected applicants will be contacted

Please Note: this new position is posted "under review" meaning that a follow-up review be conducted with the incumbent to ensure the duties and valuation levels are appropriately captured.

ECONOMIC DEVELOPMENT OFFICER

1.   Nature and Scope of Work

This is community relations work in support of the municipal economic development program. An incumbent plans, researches, develops, coordinates, implements and monitors programs, activities, events and material in support of local economic development initiatives; works with representatives of the local business community and collaborates with departments to coordinate and support initiatives; coordinates outreach efforts to local businesses; provides information and assistance in response to enquiries; researches, compiles and presents a variety of data; acts as representative and provides support to committees. Considerable independent judgement and action are exercised within the framework of established guidelines while the more complex problems and policy matters are discussed with a superior. Work performance is reviewed for effectiveness of services rendered.

2.   Illustrative Examples of Work

In conjunction with a superior, plans, researches, develops, coordinates, implements and monitors programs, activities, events and material in support of local business development initiatives, as well as initiatives to attract investment, development and new business to the City; leads specified task forces.

Works with representatives of business improvement associations, tourism and the chamber of commerce to coordinate and support local economic development initiatives; collaborates with municipal departments on projects related to economic development and liaises between departments as required.

Coordinates outreach efforts to local businesses, acts as a resource and advocates for same.

Provides information and assistance in response to enquiries on economic development matters.

Researches, compiles and maintains relevant statistics, key performance indicators, trends and other data pertaining to economic development in the municipality; researches and presents data pertaining to the feasibility of potential plans.

Drafts texts for promotional materials and works with communications department and contractors on the development of promotional and marketing material, branding, social media updates and the website.

Provides staff support to various economic committees and task forces; represents the City on regional economic advisory committees.

Prepares, updates and maintains reports, correspondence and records; identifies and applies for grants related to economic development; provides input on budgets and monitors same.

Performs related work as required.

3.   Required Knowledge, Abilities and Skills

Considerable knowledge of the principles, practices, methods and techniques applicable to the work.

Considerable knowledge of the policies, rules and regulations governing the work.

Considerable knowledge of the objectives, activities and requirements related to the work.

Considerable knowledge of the communications tools used in the work.

Ability to plan, research and develop, coordinate and implement a variety of programs, events, activities, and materials in support of business initiatives.

Ability to research and compile information, and to prepare and present narrative and graphic reports on a variety of matters pertaining to economic development.

Ability to coordinate outreach efforts to local businesses, and act as a resource and advocate for same.

Ability to provide support to committees and act as the City's representative in the work.

Ability to establish, develop and maintain effective working relationships with a variety of external and internal contacts, and to provide information and assistance to same.

Ability to communicate effectively orally and in writing and to make presentations.

4.   Desirable Training and Experience

Degree or diploma in a discipline related to the work such as marketing, communications or business administration, plus sound related experience; or an equivalent combination of training and experience.

5.   Required Licences, Certificates and Registrations

Driver's Licence for the Province of British Columbia.