

## **Economic Development Officer**

### **Full-time Position**

*Centrally located within Nova Scotia between two extraordinary coastlines, Colchester is a progressive rural municipality that offers an unparalleled work-life balance. It is a place that is affordable, welcoming, family focused, rich in diverse culture and natural beauty with thriving businesses and access to all the modern amenities typically found in an urban setting – without the common stresses of living in an urban setting.*

The Municipality of Colchester is seeking an enthusiastic Economic Development Officer to join our team. Reporting to the Chief Administrative Officer, the Economic Development Officer is responsible for implementing economic development strategies and initiatives for the Municipality of Colchester.

The Economic Development Officer position requires an understanding of business development and marketing, as well as broader economic development factors. The Economic Development Officer collaborates with internal and external colleagues to contribute to the prosperity of Colchester County. The position is both reactive and proactive, responding both to enquiries and opportunities for economic development.

Applicants must have excellent communication and interpersonal skills as applied to interaction with the public, entrepreneurs, government representatives, and coworkers. Project management and customer service skills are essential. A basic understanding of contracts and real estate transactions is required. Experience in customer service management databases and website updating would be valuable.

Applicants must have Degree in Business Administration, Finance, or related field with three years' experience in a field relative to economic development. Professional Economic Development designation, or a willingness to obtain would be an asset.

The salary range for this position is \$73,617 - \$85,374 based on 35 hours work week.

We welcome applications from all qualified applicants. However, only those selected for an interview will be contacted. Applicants are invited to submit a covering letter and resume by 4:30 p.m. Monday, June 28, 2021 to the Municipality of Colchester, 1 Church Street, Truro, NS B2N 3Z5 or email [kgrattomccarthy@colchester.ca](mailto:kgrattomccarthy@colchester.ca)

