

## **POSITION DESCRIPTION**

### **Assistant Economic Development Officer**

**Contract type: Full time, salary position**

**Location: Quesnel BC**

**Salary: \$38,000 - \$42,000 per year, plus negotiated benefits**

**Closing date for applications: April 30, 2010**

**Start date: June 7, 2010**

### **GENERAL STATEMENT OF RESPONSIBILITIES**

To support the Economic Development Officer in operational, project and overall functioning of the Quesnel Community & Economic Development Corporation including community marketing, business development and expansion, creation and maintenance of employment opportunities and development and implementation of communication strategies.

### **ADMINISTRATIVE RESPONSIBILITIES**

- Supporting the activities of the Economic Development Officer
- Providing front desk coverage which will include greeting the public, answering the phone and responding to requests for information about the community for new residents and business developments
- Attending and aiding in reporting on future events, trade shows, trips forecast,

### **ECONOMIC DEVELOPMENT RESPONSIBILITIES**

- Aid in identifying expansion and recruitment opportunities for businesses
- Aid in working with existing businesses to take advantage of opportunities and expand their markets.
- Support meetings with potential investors, promoting local amenities, identifying opportunities and linking them with existing businesses where appropriate.
- Research, preparing and updating community profile for Quesnel area
- Aid in researching and preparing funding proposals as appropriate to ensure continued funding of QCEDC and its projects, and to capitalize on support and funding available to the community.

- Providing economic and business development information to interest groups, other levels of government and business development proponents.
- Database maintenance of both photo and lease/rent/sale (land inventory for Quesnel area) files.

## **BOARD RESPONSIBILITIES**

- Aid in preparing board meeting packages as required, assist Economic Development Officer with establishment of the meeting agendas, distributing the agenda before meetings, and taking minutes at the board meetings.
- Contributing to and implementing the organization's strategic plan

## **PERFORMANCE MEASUREMENT**

- Adherence to professional business standards and ethics.
- Ability to complete work in a timely manner.
- Ability to deal effectively with existing businesses, local business organizations, local government officials and potential investors.
- Ability to recognize and effectively communicate relevant economic development issues and make concise recommendations to the Board.
- Ability to deal effectively and professionally with both private and government funding agencies.