



## COMMUNITY ECONOMIC DEVELOPMENT OFFICER RURAL MUNICIPALITY OF LA BROQUERIE

Department: Community Services

Wage: \$27.78 to \$31.27

### Job Description:

The Community Economic Development Officer will be responsible for the planning, development and implementation of an effective Community Economic Growth Strategy that will include, community promotion and marketing, population and labour development and business development to further the growth and development of the RM of La Broquerie. The CEDO will report to the Community Services Coordinator.

### Duties and Responsibilities:

1. **Community Promotion and Marketing:** The CEDO shall:
  - Be responsible for facilitating, planning, promoting and implementing programs which will increase the visibility of the municipality as a place to live and work;
  - Be aware of the assets of the municipality and facilitate the implementation of programs that will effectively and efficiently promote these assets;
  - Work with other organizations to offer programming and avoid duplication of services;
  - Prepare budgets, grant applications, marketing tools, program plans, and other records for economic growth programs and events.
  
2. **Population and Labour Development:** The CEDO shall:
  - Be responsible for facilitating, planning, promoting and implementing programs which will attract residents to the municipality;
  - Be responsible for facilitating, planning, promoting and implementing programs which will help provide skilled labour to satisfy business and industry needs of the region;
  - Work to build community capacity;
  - Facilitate training opportunities (based on identified needs).
  
3. **Business Development, Retention, and Expansion:** The CEDO shall:
  - Be responsible for facilitating, planning, promoting and implementing programs which will attract new businesses, facilities and industries and encourage business expansion;
  - Be responsible for facilitating, planning, promoting and implementing programs which will promote, encourage and assist new and expanding businesses, facilities and industries;
  - Assist local organizations and individuals with establishing economic and community development plans, businesses and projects;
  - Develop local economic links.
  
4. **Resource:** The CEDO shall:
  - Facilitate the development and implementation of a Community Economic Growth Strategy;
  - Research and apply to secure funding for economic development activities and programs;

- Facilitate the exchange of information between local businesses and regional, provincial and federal organizations;
- Provide consultation services to community organizations and business for the planning and development of facilities, programs, and projects;
- Advise and assist community organizations and/or businesses in the selection and application of appropriate grants.

5. **Public Education and Awareness:** The CEDO shall:

- Be responsible for the regular promotion of economic development programs and services;
- Provide communication and information through regular contact with community organizations and businesses within the Municipality;
- Maintain cooperative planning and working relationships with community organizations and businesses as well as with regional, provincial and national organizations concerned with community development;
- Provide updates on programs, and projects by creating monthly reports and producing an annual report.

6. **Staffing:** The CEDO shall:

- Be responsible for all staff and volunteers as required for special events.

7. **Other Duties:** The CEDO shall:

- Prepare annual plan and activity report;
- Provide input on annual budget;
- Attend regional and community meetings as required.

Qualifications:

- Demonstrated experience in program development, administration, management and delivery;
- Superior public relations, organizational, and time management skills;
- Ability to manage a wide range of responsibilities;
- Ability to work efficiently with multiple committees;
- Ability to effectively manage employees and volunteers;
- Must possess a valid Class 5 Manitoba driver's license;
- Criminal Check and Child Abuse Registry Check must be completed prior to employment;
- Post-Secondary education in the field of community development or equivalent experience is preferred;
- Three or more years' experience in the field of Community Development;
- First Aid/CPR;
- Willingness to pursue further development in the field of Community Development;
- Bilingual in French and English is an asset.

Interested applicants must submit a resume, cover letter by June 3rd, 12:00pm 2022 to:

**R.M. of La Broquerie**

**Attention: Dave Little,**

**“Community Economic Development Officer”**

**Box 130, 123 Simard Street, La Broquerie MB R0A 0W0**

**Phone: (204) 424-5251 Fax (204) 424-5193**

**Email: [CSC@rmlabroquerie.ca](mailto:CSC@rmlabroquerie.ca)**

We thank all candidates for their expression of interest; however only those under consideration will be contacted. For candidates under consideration, part of the hiring process includes a criminal record check.