



The Municipality of Strathroy-Caradoc – Job Opportunity

Economic Development Officer

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for a full-time Economic Development Officer to join the Municipality.

Position Summary:

The Economic Development Officer assists with the evaluation, implementation and monitoring of opportunities and initiatives relating to the economic development for the Municipality of Strathroy-Caradoc. This position will collaborate with municipal staff, council, and community stakeholders to foster a positive environment for economic development, support ongoing initiatives, and identify new opportunities within the Municipality. The Economic Development Officer reports to the Chief Administrative Officer.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Qualifications:

- Completion of a Bachelor's degree in Economics, Business Administration, Public Administration, or a related field.
- A Graduate degree relating to Economic Development or Ec.D. Designation is an asset.
- Two (2) to five (5) years' experience in economic or community development, marketing, business development, planning, or related roles.
- Proven aptitude for detailed, targeted and quantitative research.
- Good problem solving capabilities with ability to work independently.
- Proficient in Microsoft Office Programs (Word, Excel, Publisher, Power Point and Outlook).

- Website administration an asset.
- Work experience within a municipality setting is an asset.
- Provide a valid Criminal Record Check.
- A valid driver's licence (minimum Ontario G2 class or equivalent) with a satisfactory driver's abstract.

To view full job description please visit www.strathroy-caradoc.ca

Compensation:

Wage: Grid Level E - \$51,669.80 to \$63,554.40 per year

To Apply:

Qualified candidates are invited to e-mail their cover letter and resume by 4:00pm Friday, **August 23rd, 2019** to:

E-mail: careers@strathroy-caradoc.ca

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Date Posted: August 13, 2019