

Cape Breton Regional Enterprise Network (REN) Economic Development Officer Job Description

There are two Economic Development Officer (EDO) positions available, one in Inverness County and one in Victoria County.

Reporting to the Cape Breton Partnership and working with Business Cape Breton and the Municipality of Inverness or Victoria, the focus of the Economic Development Officers' work will be as follows:

- Business Retention and Expansion within Inverness and Victoria Counties, specifically in the priority industry sectors for Inverness County and Victoria County;
- Assist in the economic data collection for their respective municipality and update the economic/business development sections of municipal websites with the information collected;
- Assist Business Cape Breton in presenting workshops, training programs and projects in Victoria and Inverness counties. Contact with local businesses and organizations, logistics regarding venues, and promotion within the counties will be required.
- Assist Business Cape Breton with the priority project of Succession Planning with businesses located in Inverness and Victoria counties.
- Advance a specific economic development project(s) for each municipality. The project should be in line with the priorities of the municipality, but connected to the overall Prosperity Framework.
- Attend Prosperity Framework sector team meetings on behalf of the municipalities.

DESCRIPTION OF POSITION

The Economic Development Officers (EDO) are responsible for working in coordination with Business Cape Breton (BCB) and the Cape Breton Partnership (CBP) to support activities and initiatives that will attract investment and business opportunities to Victoria County and Inverness County. The EDOs will also actively participate in business retention and expansion activities that will increase local employment in the region.

DUTIES AND RESPONSIBILITIES

1. Work with the area municipalities and economic development partner organizations to support the Prosperity Framework, Cape Breton Island's Regional Economic Development Strategy. Activities will be outlined in an annual work plan.
2. Report progress to the municipalities, Business Cape Breton, the Cape Breton Partnership and community stakeholders on a regular basis with respect to achieving the goals outlined in the annual work plan.
3. These positions are responsible for building and developing relationships with various public and private sector representatives in order to grow the local economy and support the economic goals of Victoria and Inverness counties. The EDOs will also be expected to represent the municipalities on various regional/industry sector committees/teams, to write reports and make recommendations to BCB and the CBP on policies and programs that assist in the development of the local economy including progress reports/updates on various projects or committees underway.
4. Develop programs and project funding proposals that will support business growth by working with both public and private sector partners to improve the area's economic development infrastructure.

5. Develop and implement policies and viable strategies that support and encourage the expansion and diversification of existing business sectors in support of continued employment growth and area economic development.
6. Maintain and update Economic Development content on the municipal unit's web sites.
7. Provide administrative support such as organizing meetings and minute taking.
8. Assist in the organization, implementation and representation of the municipalities at special events, trade shows, and related seminars.
9. Respond to requests for information to the municipalities by various means including telephone, electronic, website, and social media or in person from various stakeholders including real estate agents, municipal partners, provincial agencies or the general public.
10. Assist in the compilation and updating of relevant economic data as required whether it is from Statistics Canada, Province of Nova Scotia or municipal partners and support the development of a "Community Profile" for distribution to potential investors and researchers. Will also work closely with the local municipal partners to ensure local data is collected, recorded and reported.
11. Comply with relevant occupational health and safety legislation, regulations, policies and procedures.
12. Maintain confidentiality in accordance with policies.
13. Monthly briefings with CEOs of BCB and the CBP.

POSITION REQUIREMENTS EDUCATION, TECHNICAL SKILLS AND EXPERIENCE

- Requires a university or college degree/diploma in a related discipline (Planning, Business, Political Science or Economics).
- Minimum of three (3) years of experience in the economic development field.
- Knowledge of and demonstrated ability in corporate competencies including customer service, communication, team work, initiative/self-management and accountability, flexibility/adaptability.
- Valid Driver's License and current driving abstract.
- Ability to be diplomatic and tactful with local political, community and business leaders, government officials, members of professional organizations and representatives of other levels of government.
- Political acuity and sensitivity along with exemplary presentation and analytical skills.
- Requires knowledge of community economic development theories and practices as well as knowledge of local and regional economic development potential and opportunities.
- Demonstrated ability to work effectively and efficiently with minimal direction.
- Requires an understanding of municipal affairs, business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of geographic and socio-economic characteristics of Inverness and Victoria County would be a benefit.
- Must have an understanding of municipal government process as well as the ability to interpret policies, regulations and legislation.
- Demonstrated flexible and positive approach and initiative in completing assignments.

Those interested in applying for the position(s) may forward their resume and cover letter to Sidney Reid at sidney@capebretonpartnership.com.

Closing date for applications is 4 pm on Wednesday, June 17, 2015.

We thank all applicants for their interest, but only those chosen for an interview will be contacted.