

JOB DESCRIPTION

POSITION: Community Development Officer (CDO)

RATE OF PAY: Competitive wages will be commensurate with education and experience

35 hours per week in a flexible workplace with current technology and educational opportunities

DESCRIPTION:

Reporting to the Norfolk-Treherne Community Development Board, the Community Development Officer will work with the Norfolk-Treherne Community Development Corporation and Municipal Council, as well as, municipal stakeholders and residents to address community development and strategic economic planning. The full time CDO is expected to be creating marketing and promotional initiatives to build an interest in the region and collaborating on projects to promote future developments and opportunities to sustain thriving and competitive rural communities within the Municipality for its residents and businesses.

QUALIFICATIONS:

- Post-secondary education and/or work experience in Economic Development or related fields such as business, commerce, economics and marketing would be an asset
- Valid Manitoba Class 5 driver's license and access to a vehicle

SKILLS:

- Motivated, goal orientated person
- Strategic thinker and planner
- Strong leadership skills
- Ability to work independently and collaboratively
- Effective oral and written communication skills
- Ability to network with other communities, professionals and a wide variety of organizations and government
- Community and business focused with knowledge of the communities and surrounding area to effectively manage a portfolio of projects
- Ability to prepare well thought out proposals and make recommendations clearly and accurately
- Proficient with Microsoft Office programs and/or other similar applications involving social media, websites, applications and surveys
- Strong financial and organizational skills

PRINCIPLE COMPETENCIES:

- Community & Economic Development
 - Liase with the Norfolk Treherne Community Development Corporation and the Municipality of Norfolk Treherne Council regarding economic development opportunities throughout the municipality
 - Marketing and promotion of the municipality to attract business development, residents and visitors

- Provide assistance and information to address the expansion of existing businesses and opportunities for new development of business and industry sectors
- Maintain and organize an office and filing system to record and store information as it pertains to the general operations and financial aspects of a non-profit organization.
- Represent the NTCDC Board by attending meetings and participating in local, regional and provincial affiliated bodies which focus on tourism, economic development, and business (ie Chambers of Commerce).
- Identification and assistance with grant applications and resources to support community initiatives
- Collaborate with volunteers and staff to manage and coordinate local projects (eg. Glass Bottle Buildings, Farmers Market)
- Public Relations
 - Promote all aspects of the municipality through social media and the municipal website
 - Assist in the creation of presentations and reports
 - Create information packages for potential investors, businesses, residents or other entities
- Administration
 - Managerial office duties and bookkeeping support
 - Manage special projects affiliated with available funding opportunities and local initiatives
 - Other duties intended to ensure success in moving the Board and communities forward