



## **Economic Development Officer**

*Help build the foundation on which our community will grow.*

Application deadline: **Open until filled**

The Eston & District Economic Development Board is seeking an individual to work permanent part time as the Economic Development Officer. Reporting to the Town of Eston CAO, this person would be primarily responsible for economic development & business relations for the Town of Eston and the RM of Snipe Lake.

### **Projects and Duties**

- Facilitate the creation of an economic development strategy
- Identify business and economic development opportunities
- Oversee the Welcome Wagon program
- Manage the ordering and sales of all clothing and other 'swag'
- Coordinate the trade show every other year
- Organize approximately two business engagement events per year
- Oversee the Economic Development Board including meetings, minutes, coordination, and engagement
- Develop and implement a business attraction strategy including informational materials and tours
- Work on a business attraction plan for the region including zoning and incentives
- Conduct business visits and other activities to stay connected with businesses in the region
- Act as the primary point of contact for business and investment inquiries
- Maintain housing information for the community
- Update the business database
- Potential to assist with emergency preparedness planning

### **Qualifications**

The ideal candidate has training in community development, economic development, or equivalent transferable skills and experience. He or she has coordination, communication, and project management experience. The candidate is enthusiastic, works well with people, is organized, has good attention to detail, and can manage a large volume of competing demands.

### **Applications**

Applicants may submit a cover letter, resume, and three references by email to [cao@eston.ca](mailto:cao@eston.ca), in person at 217 Main Street, Eston, or by mail to Box 757, Eston, SK, S0L 1A0 For more information, please contact CAO Jody Schmidt at 306-962-4444 or by email to [cao@eston.ca](mailto:cao@eston.ca).