



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Economic Development Officer
Status:	Temporary Full-Time (anticipated end date May 31, 2025)
Work Area:	Economic Development
Posting Date:	December 10, 2024
Closing Date:	January 6, 2025

GENERAL SUMMARY

Reporting to the General Manager of Community Development, the Economic Development Officer leads the District in creating and facilitating innovative economic opportunities for Squamish. This position will work closely with the community, local businesses, industry, potential investors, innovative organizations, and educational institutions as the principal District promoter and contact for business development; supports local job growth through the facilitation, promotion, and enhancement of key economic sectors and the attraction of new investment into Squamish.

KEY RESPONSIBILITIES

- Contributes to the success of our team, creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Integrity, Connection, and Progress.
- Leads the development and implementation of Council-approved strategies or programs pertaining to Economic Development and supports the development and implementation of other related strategies.
- Designs strategies to attract and retain leading edge businesses and entrepreneurs aligned to the District's Official Community Plan and Strategic Plan.
- Oversees economic development plan delivery, schedules, and monitors work performance.
- Employs creative thinking and industry best practices to meet District objectives.
- Supports the local business community with growth and retention strategies.
- Facilitates strategic investment into the community.
- Maintains a knowledge of land use practices pertaining to the District and applicable policy and bylaws.
- Working in collaboration with the District's Real Estate Department, acts as lead contact for commercial and industrial investment inquiries.
- Leads the development and provides oversight of the economic development budget.
- Leads the strategic planning process for the department.
- Prepares and presents reports, providing strategic recommendations to Council.
- Leads the preparation of technical studies and reports and presentations for Council.
- Leads the development of grant and contribution funding applications and administration of funding.
- Prepares policy and recommendations for Council consideration.
- Leads Customer Relationship Management for the Economic Development department, adhering to District policy.
- Represents the community and District at regional, territorial, and national meetings.
- Advises and consults on an ongoing basis with internal stakeholders to support District goals and objectives.
- Liaises with industry, industry organizations, and representatives across all levels of government, to promote local economic development efforts and advocate for effective policy and investment.
- Collaborates with local, regional, provincial, national, and international organizations involved in facilitating economic development to enhance capacity within respective scopes of work.
- Develops partnerships to facilitate economic development.
- Facilitates existing business development; supports local organizations and identifies and fosters business development opportunities.
- Ensures District policy is adhered to and carried out.
- Initiates contracts and agreements in consultation with procurement team.
- Other related duties as required.



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KEY COMPETENCIES

- Collaboration - Building team commitment and spirit
- Creative Problem Solving and Decision Making - Identifying and considering options to solve a problem or issue
- Developing Others - Providing in-depth coaching
- Leading Others - Positioning self as leader
- Relationship/Network Building - Networking to enhance strategic influence opportunities
- Strategic Thinking - Influencing strategic direction

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of existing government-sponsored economic development initiatives and programs.
- Knowledge of Local Government Act and Community Charter.
- Knowledge of the fundamentals of finance, accounting, project evaluation, marketing, and legal processes.
- Effective communications skills including negotiation, mediation, and problem-solving skills.
- Proficient government liaison skills including understanding of and an ability to work within the local government context.
- Effective interpersonal and relationship building skills including business development relationships.
- Strong government relations expertise - all levels of government including self-governing First Nations.
- Excellent business development skills.
- Demonstrated history in securing grant funding from government sources.
- Enhanced research and analytical skills including conducting and tracking economic, demographic, and market research.
- Expertise in the development of plans and strategies.
- Effective organizational skills that include goal-setting, time management, and prioritizing.
- Ability to develop business cases and partnership opportunities, strong relationship building skills.
- Ability to conduct effective media relations and media interviews.
- Advanced computer word processing skills and thorough knowledge of software including digital manipulation and presentation tools and Microsoft Suite including MS Word, Excel, PowerPoint and Outlook.
- Demonstrates ethical conduct, discretion, and confidentiality at all times.
- Proven ability to motivate, coach and support a team of professionals.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
 - Valid BC Class 5 Drivers License.
 - A degree in Commerce, Economic Development, Marketing or Business Administration.
 - A minimum of five (5) years related experience working in an industry-related field including proven success in developing economic gains in a community with similar scope.
 - Experience in the development and implementation of marketing and communication plans.
 - A minimum of three (3) year's management experience with a minimum of two (2) years supervising employees.
 - Professional Development demonstrating current best practices and market conditions.
- OR
- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts range between the hours of 8:00 a.m. to 5:00 p.m., fortnight schedule. Some flexibility is required.

Salary: Salary range: \$114,761.75 - \$126,111.81, as well as a comprehensive benefits package.

This is an exempt position and is excluded from Union membership.



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[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #24-151** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include "Accessibility" in the subject line. We thank all applicants for applying.