



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 Specialist
Status:	Temporary Full-Time (anticipated end date March 31, 2027)
Work Area:	Economic Development
Posting Date:	August 19, 2026
Closing Date:	September 11, 2026

GENERAL SUMMARY

Under the supervision of the Economic Development Officer, the Economic Development Specialist supports the department by performing a variety of duties related to project management, customer relationship management, research and analysis, communications and marketing efforts while also supporting day-to-day administration and contributing to the department's implementation of the Economic Development Sector Strategy.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values in their work: Respect, Connection, Integrity and Progress.
- Leads the project management of two grant-funded projects with selected consultants: 1) Labour Force Development Plan and 2) Consulting to Advance Social Procurement.
- Supports department projects related to sector development, circular economy, business community support, community organization support, and business and investment attraction.
- Supports customer relationship management (CRM) for Economic Development including, maintaining CRM content, handling phone and email inquiries, scheduling in-person meetings and proactive communications.
- Assists in maintaining all collateral for the Economic Development department including communications, marketing and promotional materials relating to District Economic Development services.

Project Management Support

- Leads projects to support the execution of the department's strategic plan and support its operations.
- Prepares and leads meetings and presentations to support project execution.
- Works closely with other departments such as Planning, Real Estate, and Engineering to support projects that facilitate sustainable economic development.
- Conducts research on best practices for economic sustainability, analyzes economic trends, and uses considerable judgement to make recommendations to the supervisor.
- Produces statistical, sectoral, and economic reports in support of the District's objectives.
- Performs data analysis using a variety of tools and approaches.
- Creates and maintains databases and a reference library of relevant technical information such as federal, provincial, regional, and municipal business and economic development related organizations, publications, and statistical information related to business and economic development.

Partnership and Stakeholder Management Support

- Liaises with internal departments (i.e. Planning, Engineering) and external stakeholders to support customer relationship management as required.
- Liaises with the business community and community organizations to assist the Economic Development Officer in identifying needs and challenges in order to improve the overall business climate.
- Liaises with the business community and community organizations; attends meetings and networking events in support of the Economic Development department as required.

Communications and Marketing Support

- Drafts and edits economic development communications including correspondence, website content, and reports for approval by the Economic Development Officer.
- Assists in the preparation, publishing, and distribution of marketing and promotional materials, tools, and strategies.
- Leads the development of special events such as virtual and in-person events, workshops, and open houses.



SQUAMISH

HARDWIRED *for* ADVENTURE

- Develops investor and business-related packages to support economic development efforts.
- Prepares and conducts presentations to support economic development internal and external communications as required.

Administration

- Secures venues, prepares, and distributes agenda packages, attends meetings, records and transcribes minutes, and distributes the meeting minutes and related correspondence.
- Maintains the Economic Development department's calendar, to ensure priorities and deadlines are met.
- Schedules and arranges appointments, meetings, and travel for the Economic Development Officer and department as required.
- Maintains, updates, and files a variety of records including monitoring bring-forward dates.
- Processes invoices, prepares purchase orders, and supports departmental financial reporting and budgeting requirements.
- Photocopies and distributes various materials and documents.
- Monitors and maintains adequate office supplies, resources, and subscriptions and advises the Economic Development Officer of any over-expenditures or concerns.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the principles, practices, mechanics, and objectives of economic development.
- Thorough knowledge and practical experience with project management and event management.
- Knowledge and experience in the fundamentals of statistics, statistical analysis, research principles and methodology, and familiarity with research sources for community demographic and economic information.
- Knowledge and practical experience supporting the execution of marketing plans and tactics, including digital, social, and non-traditional promotion tactics.
- Excellent interpersonal and communications skills, verbally and in writing, and ability to deal with internal and external parties in a professional manner.
- Ability to and experience in preparing for and leading effective meetings and presentations with internal and external stakeholders.
- Ability to initiate, develop and maintain long-term relationships with internal and external contacts.
- Ability to work effectively and problem solve with all staff, management, and stakeholders.
- Ability to research, compile, analyze data, and think critically.
- Ability to prepare and maintain various records, promotional materials, reports, and recommendations.
- Ability to take and transcribe minutes and summarize discussions.
- Excellent organizational skills and the ability to perform multiple duties simultaneously, meet deadlines, exercise judgment, and work independently.
- Advanced computer skills in Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Ability to retain confidential information and exercise discretion.
- Experience assisting with Council report writing presentation is an asset.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Grade 12 or equivalent
- Valid BC Class 5 driver's license with a safe driving record
- Five (5) years of experience in a related discipline including project management and business relationship management; supplemented with two (2) years concurrent (or consecutive) experience in research, communications, and marketing.

AND

- A degree in Commerce, Economic Development, Marketing, or Business Administration.

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.



SQUAMISH

HARDWIRED *for* ADVENTURE

Hours of Work: 70 hours bi-weekly, fortnight schedule. Current shifts (subject to change) range between the hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

Salary: \$45.18 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[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: #26-69** 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.