



## **Town of Iroquois Falls Employment Opportunity Economic Development Officer**

Reporting to the Clerk-Administrator, the successful candidate will:

- Assist in the development, promotion, and implementation of the Town's Economic Development Strategic Plan;
- Liaise with regional, provincial, federal and other Economic Development Officers and professional associations;
- Undertake specific economic development related research to support strategic initiatives;
- Maintain relations and communications with existing businesses and industry while encouraging business retention and expansion; and
- Prepare economic development marketing materials as recommended in the Strategic Plan.

Required education and work experience:

- Preferably a degree in economic development, or a degree in business administration, public administration, economics, or planning.
- Minimum of five years recent and relevant experience within the field of economic development with a proven track record of success and results.
- An equivalent combination of education and experience will be considered.
- Ec.D. certified by Economic Developers Association of Canada (EDAC) or CEcD certified by the International Economic Developers Council (IEDC).
- Valid Ontario Class G driver's license and access to a vehicle for business purposes.

A detailed job description listing all of the position's requirements may be obtained on the municipal website: [www.iroquoisfalls.com](http://www.iroquoisfalls.com).

Please forward your confidential résumé, detailing current qualifications along with a covering letter stating the position you are applying for **by 4:00 p.m. on Friday, August 25<sup>th</sup>, 2017, via email:** [hr@iroquoisfalls.com](mailto:hr@iroquoisfalls.com) or mail to:

Town of Iroquois Falls  
Attn: Clerk-Administrator  
PO Box 230; 253 Main Street  
Iroquois Falls, ON P0K 1G0

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.