

Community Economic Recovery Advisor

Openings	1
Location	Salmon Arm & Sicamous, BC
Date Posted	April 23, 2021
Closing Date	May 5, 2021
Profession	Community Economic Development
Job Type	Temporary, One Year Term (30-35 hrs per week)
Salary	Based on Experience
Education Level	Post-Secondary Education in Business Administration / Business Development

Position Summary

This position is structured as a shared community economic development position, providing service to the communities of Salmon Arm and Sicamous. Reporting to the Economic Development Managers at Salmon Arm Economic Development Society (SAEDS) and District of Sicamous Development Corporation (DOSDC), the Community Economic Recovery Advisor will support the implementation of the Salmon Arm and Sicamous Community Recovery Program.

Duties and Responsibilities

- Work collaboratively with SAEDS staff and DOSDC staff to support the economic recovery of the communities of Salmon Arm and Sicamous.
- Work collaboratively with regional partners to ensure open communication, regional program support and to avoid any potential duplication of services.
- Implement Community Economic Recovery Advisor duties defined within the Salmon Arm and Sicamous Recovery Program.
- Review best practice examples and assess unique community needs to support the development of a formal Business Retention and Expansion (BRE) Program for SAEDS and DOSDC.
- In accordance with the established BRE Program, provide support to new business owners/investors, industry, community services and organizations.
- Provide economic and business development information to interest groups, other levels of government and business development proponents.

- Attend meetings as required, participate in the process, recommend actions, and prepare written reports, as requested.
- Identify and assess information which could have significant economic impact on the community.
- Convene and lead cluster working groups with the goal of informing recovery programming, including developing a workforce recovery roundtable to support the development of a talent pipeline.
- Implement systems required for effective collection of data.
- Develop and maintain an inventory of business community contacts.
- In partnership with SAEDS and DOSDC staff, develop and launch multi-pronged targeted workforce attraction campaign, informed by the workforce roundtable and other research.

Qualifications/Experience

The incumbent should have formal education in business administration, marketing and/or project management. Mid to upper level management experience is preferred. A sound working knowledge and the ability to apply community economic development principles and processes. Necessary skill sets include: leadership, project management, policy and program development, business management, and marketing.

Personal Attributes

An innovative, strategic thinker, the incumbent will have well-developed interpersonal communication and presentation skills along with a strong client-centered focus. Key strengths include: leadership, communication, analytical, problem solving, organizational, and facilitation skills.

To apply:

Email resume with references to Lana Fitt, Economic Development Manager at edo@saeds.ca

We thank all applicants, however only those shortlisted for the position will be contacted.