

Town of Port McNeill
P.O. Box 728
Port McNeill, BC V0N 2R0



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cfo@portmcneill.ca

ECONOMIC DEVELOPMENT ASSISTANT - Term Contract

Term: Fixed-term contract of approximately ten (10) months, with possibility of extension

Hours: Full-time: 35 hours per week

Reports To: Chief Administrative Officer

POSITION SUMMARY

The Economic Development Assistant supports the planning and implementation of local economic development initiatives. This role focuses on strengthening tourism opportunities, supporting workforce development efforts, and assisting with funding and project coordination. The position requires strong organizational, communication, and relationship building skills.

RESPONSIBILITIES

Economic Development Coordination

- Assist in the coordination and delivery of economic development projects and programs.
- Support implementation of strategic plans, including data collection, reporting, and evaluation.

Business Liaison

- Act as a primary point of contact for local businesses, providing guidance, resources, and referrals.
- Conduct outreach to support business retention and expansion initiatives.

Tourism Development

- Contribute to the development and promotion of local tourism initiatives.
- Support the creation of tourism related materials and experiences.
- Work with the Tourism Advisory Commission, community partners, and local businesses to enhance visitor attraction.

Social Media and Communications

- Develop and manage content for social media platforms and digital communications.
- Promote local events, and economic development initiatives.

Workforce Development

- Support initiatives that address local labour market needs.
- Liaise with employers, training institutions, and community organizations.
- Assist in coordinating programs or events related to skills development and employment.

Grant Writing and Funding Support

- Research and identify grant and funding opportunities.
- Assist in preparing grant applications, proposals, and supporting documentation.
- Track funding deadlines, reporting requirements, and outcomes.

Contract Management Support

- Assist in the administration and monitoring of contracts related to economic development initiatives.
 - Track deliverables, timelines, and reporting requirements.
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QUALIFICATIONS AND SKILLS

- Post-secondary education in economic development, business administration, public administration, or a related field.
 - Experience in economic development, community development, or municipal government is an asset.
 - Strong written and verbal communication skills.
 - Experience with social media management and digital communications.
 - Strong organizational skills with the ability to manage multiple projects and deadlines.
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If this position interests you, please submit your cover letter and resume to:

Brenda Johnson
cfo@portmcneill.ca