



## Job Posting - Economic Development Officer

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### THE POSITION

Reporting to the Chief Administrative Officer, the Economic Development Officer will be tasked with implementing the *Lakes District Economic Diversification and Community Development Strategy* and the newly created *Burns Lake Tourism Plan*. Both plans are available on the Village of Burns Lake website. As the successful candidate, you will be working with a committed Village Council, Regional District Area B & E Directors and staff. You will also pursue partnerships and working relationships with First Nations, the business community, local industry and area residents to create a healthy economy. You will be responsible for attracting, expanding and supporting the area's commercial, industrial and public enterprises. You are encouraged to become a member of your professional association and be willing to further your knowledge by attending appropriate professional development offerings.

As the ideal candidate, you should have extensive business development and leadership experience in economic development. You should have a solid track record working with a range of stakeholders, including elected and appointed officials, investors, staff and the public. A proactive, collaborative, and engaging approach to business development is required. Excellent verbal and written communications skills and project management expertise is a must. The ideal candidate will be visible both internally and externally as you work with local businesses, other communities, elected officials, industry associations, senior government, community groups, Indigenous communities and the general public.

Your resume submission should include:

- Your qualifications in the field of economic development.
- Administrative and project management experience.
- A list of your previous achievements in the field.
- References.

### THE COMMUNITY

There is more to Burns Lake than premium fishing, hiking and paddling endless lakes. Burns Lake boasts an exciting 160-acre mountain bike park, an active snowmobiling club, a world-class cross country ski facility, a vibrant arts community and the Lakeside Multiplex and Spirit Square recreation area.

Burns Lake offers access to healthcare facilities, schools and post-secondary education. The Village of Burns Lake staff is a diverse and talented group willing to take on new challenges. We are looking for a creative, innovative and enthusiastic individual to join our team! Search Facebook for 'burns lake' or search YouTube for the *Burns Lake and the Lakes District* channel to view our videos, *The People, Jobs in Burns Lake BC*, and *BL Lifestyle* for a comprehensive look at life in our community.

Submitted your application by email to [village@burnslake.ca](mailto:village@burnslake.ca) – please put **Economic Development Officer** in the subject line. Your application must include a cover letter and detailed resume.

**Resumes must be received before 10:00 am May 14<sup>th</sup>, 2021. For a detailed job description, please visit [www.burnslake.ca](http://www.burnslake.ca).**

*We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted.*