



VILLAGE OF CLINTON EMPLOYMENT OPPORTUNITY Community Development Coordinator

The Village of Clinton has an exciting opportunity for an enthusiastic person to join our team as a Community Development Coordinator. This is a diverse position that allows for participation in projects where efforts are realized through measurable change and local impact. In this role, you will be responsible for building strong relationships with internal and external stakeholders, government organizations, community businesses and other organizations to promote and facilitate economic development.

The Village of Clinton is a small but vibrant community in south central British Columbia located near Kamloops, and a few short hours from Vancouver and Prince George. The vast number of lakes and trails in the area make for an inviting playground for any outdoor enthusiast. Clinton's relaxing lifestyle and low cost of living is well suited for anyone looking for a rural lifestyle or to escape the hectic pace of larger cities. Our team is dedicated to making it the greatest place in the world. If you are skilled, talented and want to make a difference, we want to hear from you.

Reporting to the CAO, the Community Development Coordinator will provide economic planning, marketing, and promotion strategies. They will be responsible for the implementation of strategic projects and initiatives focused on attracting business and industry, promoting existing local businesses as well as economic diversification, and workforce development.

Key priorities will include

- Review and update the economic development components of the Village's Strategic Plan
- Promote the Village of Clinton using a variety of media including the design and development of print and electronic ads and social media
- Execute the research and preparation of grant proposals
- Undertake tourism and business development and promotional initiatives
- Support initiatives to develop and grow local tourism
- Provide supporting services to local non-profit organizations

The ideal candidate will possess:

- A post secondary degree in Commerce, Public or Business Administration or a related discipline or an equivalent combination of education and experience
- Experience in a local government setting is an asset
- Ability to provide leadership to rural communities in the achievement of community goals
- Experience writing successful grant proposals

- Ability to manage numerous projects and deadlines simultaneously and to balance changing workloads and priorities
- Community engagement experience
- Clear communication skills, both verbal and written
- Strong research, analysis and strategic thinking skills
- Strong computer skills
- Flexibility and an ability to multi-task

The position offers a competitive salary based on a thirty-five hour week with a full range of benefits. Salary will depend on the experience and qualifications of the successful candidate. This is a full-time position confirmed for a one-year term. Term may be extended depending on availability of secured revenue sources.

The Village of Clinton sincerely thanks all interested applicants however, only those applicants selected for an interview will be contacted.

Resumes will be accepted until 4:30 pm Friday September 17, 2021 by Murray Daly, CAO at:
cao@village.clinton.bc.ca