



## VILLAGE OF CLINTON TEMPORARY EMPLOYMENT OPPORTUNITY Community Development Coordinator

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, economic diversification, and workforce development. The CDC also provides coverage for the front desk.

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 on a wide variety of topics;
- Undertake tourism and business development and promotional initiatives;
- Provide supporting services to local non-profit organizations;
- Provide coverage for front desk.

The ideal candidate will possess:

- A post secondary degree or diploma in a related field such as Commerce, Public or Business Administration, or an equivalent combination of education and experience;
- Professional, friendly conduct and an ability to work in a small team;
- Clear communication skills, both verbal and written;
- Experience writing successful grant proposals;
- Ability to manage numerous projects and deadlines simultaneously and to balance changing workloads and priorities;
- Community engagement experience;
- Strong strategic thinking, research, and analysis skills;
- Strong computer skills;
- Flexibility and an ability to multi-task;
- Experience in a local government setting is an asset.

The position offers a competitive salary based on a 21 hour (3 day) week. The wage for this position is between \$30/hr and \$32/hr, depending on the experience and qualifications of the successful candidate. Candidates wishing to work fewer hours are encouraged to apply and state their maximum number of hours in their application.

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 the position is filled. Please send applications to Brian Doddridge, CAO at: [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca)