

Associate Director

Portage la Prairie is a dynamic community of 21,000 including our urban and rural population. Bolstered by recent investment activity in excess of \$1.2 Billion and the creation of more than 500 new jobs which has inspired both commercial and residential development in step, the role of recreation for the existing and incoming population is ever evolving to adapt to an active population of all ages.

Role

The Associate Director is a confident leader with demonstrated collaboration skills leading to successful project outcomes. Reporting to the Executive Director, this position is responsible for facilitating and promoting economic and tourism development.

Responsibilities

- Strengthen the region's economic infrastructure by seeking out investment and economic development leads aimed at attracting new and complementary economic development activities for the city and the municipality.
- Enhance the existing database of companies and businesses in the region for distribution and identification of opportunities for prospective clients.
- Prepare economic studies and create reports that will lead to improved identification of economic opportunities that will benefit the municipality.
- Provide guidance to all developers, entrepreneurs or individuals in their investment development projects in the region, direct them toward the appropriate resources, provide information on available government and private assistance, accompany them during their work process, facilitate the implementation of projects, negotiate contracts and ensure follow-up in the municipal approval process.
- Offer advice to various stakeholders on issues that could have an economic impact, as well as provide advice on trends from a development perspective.
- Secure funding for projects, activities and programs, where applicable
- Work with various partners and stakeholders at the local level in the matter of industrial and commercial business connections in order to stimulate the local economy and generate innovating projects.
- Identify, coordinate and attend targeted business events sponsored by economic groups (agencies, boards of directors, committees, working groups and others) at the local, regional, provincial and national levels in order to promote the municipality's economic assets.
- Ensure compliance with local, provincial and federal economic development regulations.
- Coordination of the department's tourism portfolio and stakeholder engagement.

Professional Expertise and Knowledge

- Two (2) to five (5) years of experience in economic development, community development, business development or an equivalent combination of education and experience.
- Knowledge of the principles and practices of management and economic development procedures.
- Knowledge of the applicable laws, regulations and local, provincial and federal codes regarding economic development and how government manages economic development.
- Knowledge of commercial management, particularly at the municipal level an asset.
- Proficient in the use of social media platforms and engagement strategies is essential.
- Knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Have good public and interpersonal relations skills.
- Ability to negotiate contracts and write clear and convincing proposals.
- Good knowledge of project management.
- Ability to identify opportunities, establish goals and implement an action plan.
- Ability in organization, establishing priorities, and follow-up.
- Ability to adapt to unexpected circumstances and work under pressure.
- Ability to manage confidential and sensitive business and client information.
- Ability to work independently and in a team environment.
- Self-driven, enthusiasm, tactful and diplomatic

Salary range: \$45,000 - \$55,000

Send your resumes complete with a cover letter by email to vmay@plprecd.ca by June 11, 2019.

We thank all applicants for applying; however, only those being considered for an interview will be contacted.