



**Town of Carberry**  
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## **Town of Carberry Employment Opportunity**

### **Economic Development Officer**

The Town of Carberry is a progressive, forward thinking community, located in Western Manitoba, approximately 30 minutes east of Brandon. Our community is growing and we are looking to expand our team by inviting qualified individuals to submit their resume and cover letter for the position of Economic Development Officer for the Town of Carberry.

The successful candidate will be responsible for encouraging local economic expansion and population growth of the Town of Carberry. One of the primary objectives for the position will be to develop, implement and maintain an Economic Development Strategy based upon the Town Councils Strategic Plan.

We are looking for an applicant that has demonstrated knowledge and a proven track record in economic development. In this role you will foster partnerships that support the continued development of the Town of Carberry while also promoting our community as the first choice for investment, trade, enterprise and growth. This position requires an outgoing and confident personality, as well as exceptional oral and written communications skills. A combination of relevant education and progressive experience is desired.

A detailed job description and specifications are available on request.

**Job Title:** Economic Development Officer

**Location:** Town of Carberry

**Department:** Administration

**Salary Range:** \$54,600 to \$64,350 annually

**Benefits:** Extensive Blue Cross (3 months), Exceptional Pension Plan (6 months) – cost shared

**Education:** Post-Secondary education in Community Development, or a combination of continued education and proven success in a similar position.

#### **Working Conditions:**

- Standard Office Environment, Monday to Friday: 8:00 am to 4:30 pm
- Some evening meetings will be required for various volunteer and council committees
- Weekends may be required from time to time for tradeshow, community events, and the like

**Travel:** Some travel will be required for seminars, training, and representing the community at showcase events.

**Start Date:** Start date to be determined with the successful applicant, however it is our hope to have this position begin early to mid-August

#### **Qualifications & Experience:**

- A proven track-record in economic development



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- Post-secondary education in Economic Development, Marketing, Business, or an equivalent area of study is an asset
- An equivalent combination of education and experience is desired
- Exceptional oral and written communication skills
- An outgoing and confident personality are a must
- A desire to expand your role, and advance your career

#### **Overview of Duties:**

- Development, Implementation, and Maintenance of the Town of Carberry's Economic Development Strategy, ensuring alignment with council's strategic plan
- Lead a range of programs, services, initiatives and activities including (but not limited to): business outreach, local economic development, business improvement area (BIA) management, project facilitation, community economic development, social enterprise development, workforce development and special projects.
- Act as a primary contact and expeditor for business attraction.
- Research and target recruitment prospects – generate and manage a portfolio of direct corporate business leads and prospects and maintain a record of lead/generation activities.
- Work with developers to bring in new community members and fill new and existing residential and commercial developments

*\*\* A detailed job description and job specification are available upon request. \*\**

Interested individuals are asked to submit their resume, complete with cover letter, by the deadline below. Those that wish may also include a portfolio outlining their project and economic development experience, with project outcomes and successes. All applications must include a minimum of three (3) professional references. Please include *Economic Development Officer* in the subject line.

To apply, or for questions, please contact:

Grady Stephenson  
CAO  
Town of Carberry  
[cao@townofcarberry.ca](mailto:cao@townofcarberry.ca)  
204-834-6602

***This posting will close on July 9<sup>th</sup>, 2021, at 12:00pm.***