



**TOWN OF ARBORG
PART-TIME
ECONOMIC DEVELOPMENT OFFICER**

The **Town of Arborg** is seeking applicants for the part-time position of Economic Development Officer (EDO). Reporting to the Chief Administrative Officer, the Economic Development Officer is responsible for developing and implementing community economic strategies and initiatives. Preferences will be given to candidates possessing the following qualifications:

- Able to provide creative leadership
- Excellent communication skills
- Sound personal judgement, discretion and credibility
- Good problem solving and entrepreneurial skills
- Broad general knowledge of business and government
- Able to handle a variety of projects and deadlines
- Grant application skills
- Can undertake research projects and prepare comprehensive reports
- Able to attend meetings that may be outside of regular business hours
- Excellent computer skills
- Proficient in current information technologies
- Valid driver's license and vehicle access
- Degree in Commerce, Economics, Marketing and/or Public Relations or related experience

A detailed job description is available upon request.

Employment Start Date: TBD

Application Deadline: Posting will remain open until a suitable candidate has been selected.

Compensation: Salary will be dependent upon education and experience.

Direct Applications to:

C.A.O. Cindy Stansell
Town of Arborg
PO Box 159, 337 River Road Arborg, MB R0C 0A0
E-mail: caoarborg@mymts.net
Phone: 204-376-2647 Fax: 204-376-5379

We thank all candidates for their interest, however, only candidates selected for interviews will be contacted. Applicants selected for an interview will be required to provide references.