



FULL-TIME TERM EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT ASSISTANT

With the support of the Association of Manitoba Bilingual Municipalities (AMBM), the RM of Piney is excited to bolster its commitment to economic development within the municipality by inviting applications for Economic Development Assistant. This term position will work in partnership with the Economic Development Council for Manitoba Bilingual Municipalities (CDEM) in achieving strategic priorities while supporting the promotion of our bilingual municipality.

Job Type: Economic Development Assistant – Full-Time Term Position

Closing Date: Open until a successful candidate is found

Wages: \$20.12 - \$28.43 based on qualifications

The Position:

The Economic Development Assistant is responsible for supporting initiatives within the borders of the Rural Municipality of Piney that foster a progressive municipal environment to support economic growth. The successful candidate will work directly with the RM of Piney and CDEM/AMBM while liaising with other project partners, including Sunrise Corner Economic Development, and local stakeholders to create the winning conditions for a welcoming and inclusive municipality.

General Responsibilities include but are not limited to:

- **Strategic Collaboration:** Work in tandem with CDEM and AMBM to implement their strategic goals, particularly in supporting economic development in bilingual municipalities.
- **Community Building:** Enhance the municipality's ability to attract, welcome, and retain residents by addressing affordable housing, transportation mobility, and connectivity.
- **Inclusion Efforts:** Stimulate municipal-community partnerships aimed at fostering lasting ties between locals and newcomers, thereby promoting inclusion.
- **Employer Engagement:** Raise awareness among employers about the benefits of hiring bilingual newcomers and help them develop cultural competencies and skills in equity, diversity, and inclusion.
- **Advocacy:** Contribute to initiatives that raise awareness and mobilize municipal governments and rural communities about the benefits of immigration, diversity, and inclusiveness.
- **Local Development:** Collaborate with regional organizations in local business and community development activities.
- **Business Growth:** Attract new business development, and work towards retaining and expanding existing local businesses.

Qualifications/Skills:

- Post secondary education in business, commerce, rural development or economics preferable. Relevant work experience will also be considered
- Strong communication and writing skills
- Proficient with Microsoft Office
- Experience with social media
- Experience working with volunteers, government and businesses in economic and community development activities
- Have ability to work independently under minimal supervision and as part of a team
- Excellent organizational and time management skills with demonstrated ability to prioritize tasks

Communication proficiency in English and French is an asset, not a requirement. We welcome all applicants who are passionate about economic development and community building, regardless of their language proficiency.

Conditions of Employment:

- Familiarity with rural Manitoba, the Association of Manitoba Bilingual Municipalities (AMBM), Economic Development Council for Manitoba Bilingual Municipalities (CDEM)
- Positively represent the Rural Municipality of Piney to the public and stakeholders;
- Valid driver's license and access to vehicle

Please include a cover letter detailing how your experience and education make you the best candidate for this position. This position will remain open until a suitable candidate is found.

Rural Municipality of Piney
Attention: Martin Van Osch, CAO
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204-437-2284 (phone)
204-437-2556 (fax)
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We thank all candidates in advance however only those under consideration will be selected for interview