



De Salaberry

Municipality/Municipalité

COMMUNITY ECONOMIC DEVELOPMENT OFFICER (Part-Time)

(with potential to become Full -Time)

The Rural Municipality of De Salaberry is seeking a qualified, self-motivated, enterprising, and results-oriented leader to join our team. The Community Economic Development Officer (CEDO) reports to the Chief Administrative Officer (CAO) and works with local businesses, potential investors, developers, various levels of government, and community organizations.

The position requires a minimum weekly commitment of 21 hours/week. The ability to communicate in French and English is considered an asset to the position.

The CEDO is responsible for administrative duties, local economic development/diversification, and local area marketing. The CEDO must have knowledge of economic, marketing and business/community development strategies.

Key Job Duties

- Manage and coordinate strategies, activities, and partnerships to enhance local development.
- Work with existing businesses to increase local spending, products, services, and jobs.
- Market the local area to attract investors, residents, and visitors.
- Collaborate with organizations and businesses to advance the goals of Council.
- Coordinate corporate events and projects.
- Operational administration including planning, finances, reporting, etc.

The CEDO job description is available by contacting the CAO at cao@rmdesalaberry.mb.ca or (204) 433-7406

Hours of work are normally three days per week, between 8:30 am and 4:30 pm. The choice of days are to be determined from time to time by the CAO in consultation with employee, based on required activities. There will be occasional hours during evenings and Saturdays to meet the requirements of the position.

Salary range: TBD

Please forward your resume with a cover letter by **September 25, 2024** to:

Rural Municipality of De Salaberry

Attention: Denise Parent, CAO

Email: cao@rmofdesalaberry.mb.ca

Only those selected for an interview will be notified.