



Manager of Economic Development and Tourism (Contract of 24 months)

The Nation Municipality is looking for a bilingual (French and English) Economic and Tourism Development Manager to support its efforts in planning and implementing a strategy to support sustainable growth of its communities and for the well-being and prosperity of its residents. The ideal candidate will be a dynamic person, focused on the results that may engage stakeholders and partners and support the efforts of the municipality to put forward its agenda for the community economic development. The candidate will be able to demonstrate strong analytical and synthesis skills in order to prepare various examinations of the demographic components, the workforce and the competitiveness of the municipality, as well as the profiles of the collectivities and economic sectors of the municipality.

The position

Reporting to the director of planning and economic development and supported by The Nation Economic Development Planning Group, the candidate that will be selected for a two-year contract with possibility of extension will be responsible for the implementation of the municipality's vision. The candidate shall be familiar with the socio-economic characteristics that influence the economic development in The Nation Municipality.

Job requirements

- Post-secondary education/Economic Development Diploma, Geography/Planning, Business Administration, Marketing or equivalent experience.
- A certification in economic development (Ec D) would be an asset.
- A minimum of 3 years of relevant experience, experience in a municipal setting would be an asset.
- Ability to compile and analyze socio-economic data and identify trends.
- Ability to evaluate and analyze study and data results and to use them in the preparation of coherent economic and community profiles.
- Strong skills in the use of computers and software such as MS Office Suite, spreadsheets and databases.
- Communication skills for the preparation and the presentation of reports and other documents, verbally or in writing in both official languages.
- Ability to work independently or as a team for special projects and to lead groups to meet the project deadlines.
- Knowledge of the socio-economic characteristics of the rural communities in Prescott and Russell.
- G driver's licence in due form.
- Great interpersonal skills.
- Use of discretion when it comes to confidential files.

Responsibilities and deliverables

Key responsibilities and deliverables will be the following:

- Work with local businesses from each economic sector in order to be aware of their needs and identify potential markets and complementary businesses to develop.
- Execute the plan for the retention and expansion of businesses in The Nation (OPRO).



- Act as a resource person for The Nation Economic Development Planning Group.
- Work on the implementation of an economic development plan that meets the Council and local businesses' vision.
- Implement policies that encourage industrial and commercial investments as well as promotional and marketing tools.
- Work with the Communications Coordinator on maintaining and improving the community profile by adding demographic statistics, economic indicators and promoting businesses and local services.
- Identify, document and validate economic opportunities and ready for investment sites (RIS).
- Develop initiatives in terms of outreach and marketing programs.
- Prepare reports and give presentations to Council, the Economic Development Planning Group and other stakeholders as required.
- Do proactive research with the different levels of government in order to identify potential sources of income in economic development.
- Be the liaison with the different government agencies (federal, provincial, regional) in order to remain up to date with the latest trends and policies in terms of economic development.
- Represent The Nation Municipality among the businesses, in the networks and associations (ex. Prescott-Russell Chamber of Commerce) devoted to economic development and during job fairs.
- Prepare workshops on business development and marketing, as needed.
- Answer questions from the business community and the public in terms of development opportunities in the municipality.
- Explore new opportunities in order to encourage outside companies to settle in our municipality.
- Develop promotion projects related to tourism (organized tour, experience the region) and work with local businesses in improving the tourism offer.

Salary and work conditions

- This contractual position of twenty-four (24) months with possibility of extension will start on _____2019 and end on _____2021.
- Salary will be based on 35 hours of work per week for a flexible schedule including evenings and weekends as required.
- Will have to travel occasionally to participate in workshops, conferences and fairs.