



## The Corporation of the Township of Schreiber

### Employment Opportunity

#### Economic Development Officer

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The Township of Schreiber, located on the northern shore of Lake Superior, is a vibrant, friendly community where family and community values are appreciated, and lifestyle opportunities are second to none. Residents enjoy a wide variety of recreational activities and a rich cultural heritage. The Township is currently looking to recruit a full-time Economic Development Officer.

#### **Position Description:**

The Economic Development Officer promotes the Township and its development to both outside agencies and surrounding community members. The Economic Development Officer looks for future beneficial opportunities for the Township and its residents.

#### **Qualifications:**

- 3 years' municipal sector experience, preferably with a background in Economic Development and Grant Writing.
- Experience in TOMRMS (The Ontario Municipal Records Management System) is an asset.
- Demonstrated customer service experience.
- Demonstrated project management, contract administration, and procurement experience.
- Computer technology skills and experience working with computerized business systems, project management software, websites and social media platforms.
- Valid Class G driver's license.
- Criminal Record Check

#### **Duties & Responsibilities:**

- Research private and public sector funding opportunities. Writes grant applications. Advises on grant structure as to eligibility criteria, cost-sharing, enabling legislation, and following through by preparing necessary documentation to support funding applications. Processes grant claims, completions, and reports to funding bodies.
- Provides project management and contract administration expertise for municipal projects. Assists with procurement via the writing of RFPs and contract documents.
- Represent the Township for economic development and tourism matters. Facilitates community and economic development opportunities, especially through community advisory committees such as the Community Economic Development Committee and the Beautification Committee. Supervises operations for the tourism information centre.

- Promotes and markets the Township. Enhances and expands the Township's branding and signage.
- Attends Council meetings as directed and required.
- Works closely with outside organizations such as Superior Country.
- Writes reports to Council frequently.
- Attends and Records Committee Meetings minutes.
- Supervises Summer Students when applicable.
- Attend training sessions as required.
- Facilitates public meetings when required.
- Performs other related duties as may be assigned by the Chief Administrative Officer from time to time and as required.

Salary to be negotiated at \$41,092.00 to \$50,092.00 per annum with a 35-hour work week. The Township ,offers competitive compensation and a comprehensive benefits package.

Please forward a letter of application and resume by email, in confidence, to:

**Email: [cao@schreiber.ca](mailto:cao@schreiber.ca)**  
**Rhonda Smith, CAO/Clerk**  
**Township of Schreiber**

This posting will remain open until November 6, 2024, or until a suitable candidate is selected.

*All offers for employment will be contingent upon the candidate having successfully completed a criminal background check. If you need employment accommodation, please contact us to provide your contact information. The Township of Schreiber is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted. Any personal information gathered will be used solely for application selection in accordance with the Municipal Freedom and Protection of Privacy Act.*