



RED ROCK
A Superior Treasure

Red Rock Municipal Office
42 Salls Street, Box 447
Red Rock, ON P0T 2P0
(807) 886-2245

EMPLOYMENT OPPORTUNITY

Position: Economic Development Officer (EDO)

Location: Township of Red Rock

Salary Range: \$75,000 - \$82,000 Annually

Position Summary

Reporting to the Chief Administrative Officer, the Economic Development Officer is responsible for implementing the Township's economic development priorities in accordance with Council's Strategic Plan. The EDO leads initiatives supporting business attraction, business retention and expansion, tourism development, investment attraction, grant funding, strategic partnerships, and community economic growth.

The Economic Development Officer serves as the Township's primary contact for economic development initiatives and works collaboratively with Council, department heads, businesses, developers, Indigenous communities, government agencies, community organizations and regional partners to strengthen Red Rock's economy and promote sustainable growth.

Key Responsibilities:

- Implement economic development priorities identified in the Township's Strategic Plan and support future updates to the plan.
- Promote business attraction, retention and expansion opportunities.
- Serve as the primary contact for developers, investors, businesses and economic development inquiries.
- Develop partnerships with Indigenous communities, neighbouring municipalities, government agencies, tourism organizations and regional stakeholders.
- Advance waterfront and tourism development initiatives.
- Identify, prepare and administer grant funding opportunities.
- Coordinate economic development projects and special initiatives.
- Prepare reports, recommendations and presentations for Council and Administration.
- Promote Red Rock through marketing, investment attraction and community promotion initiatives.
- Monitor economic trends and identify opportunities for growth and diversification.
- Maintain economic development data, records and performance measures.
- Collaborate with department heads to identify economic development opportunities and support the implementation of strategic municipal initiatives.
- Engage with residents, businesses, Indigenous communities and regional stakeholders to identify opportunities that support economic growth and community development.

- Evaluate the sustainability of the Economic Development Officer position and recommend long-term opportunities to continue the role beyond the funding period.
- Perform other related duties as assigned by the Chief Administrative Officer.

Hours & Conditions of Work

- This position is primarily office-based, with regular attendance required at the municipal office.
- Regular interaction with the public, businesses, community partners and other stakeholders is expected.
- Attendance at evening meetings, conferences and occasional travel may be required.
- Some work outside normal business hours may be required.
- The Economic Development Officer is expected to exercise sound judgement, maintain confidentiality where appropriate, represent the Township in a professional manner, and establish productive working relationships with Council, Administration, businesses, funding agencies and community partners.

Compensation

The Township of Red Rock offers a competitive salary range of \$75,000 - \$82,000 annually. This is a full-time position. Further details regarding the position, benefits and other terms of employment will be provided to the successful candidate.

A full job description is available on the Township's website at www.redrocktownship.com

Application Deadline: Thursday, August 27 at 4:00 p.m.

Please submit your application, including a cover letter and resume, to:

Elisa McLeod, Chief Administrative Officer

42 Salls Street, Box 447

Red Rock, ON P0T 2P0

cao@redrocktownship.com

The Township of Red Rock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information is collected, maintained, and secured in accordance with the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*.