



District of Lantzville
Career Opportunity
Economic Development Officer - Contract Position

Competition No. 2019-01

Closing Date: 4:00 pm, Friday, May 17, 2019

Lantzville, a District municipality located between Nanaimo and Parksville on Vancouver Island, is home to approximately 3,600 residents. Although Lantzville was incorporated on June 25, 2003, it has been a vibrant and dynamic community known for its small rural community atmosphere since the 1920's. Its beaches and neighbourhood parks provide its residents with many opportunities to enjoy the beautiful outdoors. Lantzville Council and staff are committed to our mission to "Provide efficient, effective and environmentally and economically sustainable services and good governance for the public while managing growth of the community and respecting Lantzville's diverse character and charm."

The District is currently looking for an Economic Development Officer ("EDO"), reporting to the Director of Planning, to work with staff and the Economic Development and Sustainability Committee to implement the Lantzville Beyond Business As Usual Economic Development Strategy adopted by Council in September 2018. The EDO, a member of the management team, will also be responsible for implementing economic development priorities in Council's Strategic Priorities, building strong relationships between diverse stakeholder groups, pursuing partnerships and working relationships with First Nations, the business community, local industry and home-based businesses to create a healthy economy. The EDO is skilled at identifying and implementing new opportunities while creating opportunities for existing business growth and ensuring that the organization provides responsible, efficient and quality services to the community.

The ideal candidate will have:

- Post-secondary education in a relevant field such as Economic Development, Business Administration, Commerce, Economics, or Urban Planning and three or more years of experience in economic development, project management, marketing or urban planning; or a combination of education and experience
- Previous experience in municipal government or public sector environment will be considered an asset
- A Certificate in Economic Development and/or Economic Development (Ec.D.) designation will be considered an asset
- Excellent interpersonal, public relations and verbal and written communication skills
- Experience in creating presentation and marketing materials, giving presentations and interacting with the public and the media
- Event and project management expertise
- Experience developing funding and partnership proposals, and writing successful grant applications
- Strong analytical, organizational and financial management skills
- A positive and optimistic outlook, self-motivated and goal-oriented
- Ability to work with diverse groups of people and interests
- Experience in group facilitation, consensus-building and mediation
- Advanced computer skills including extensive experience with Microsoft Office, website content management, and accounting, data base, desktop publishing and PowerPoint
- Availability to attend evening and/or weekend meetings and other special events, as required.
- Class 5 Driver's licence and vehicle

The District of Lantzville offers a competitive salary, excellent benefits package and a supportive team-oriented work environment. Applicants are invited to submit their resumes with cover letters in confidence, quoting the competition number, by 4:00 p.m. Friday, May 17, 2019 to:

Director of Corporate Administration
District of Lantzville
PO Box 100, 7192 Lantzville Road
Lantzville, BC V0R 2H0
E-mail: tcoates@lantzville.ca

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.