

Job Title: Economic Development Officer	
Affiliation: Exempt	
Direct Supervisor: Chief Administrative Officer	Term: Permanent
Salary: \$80,000 - \$100,000	Hours: Full-time (35-hours/week)
Creation Date: January 2022	Revision Date: October 16, 2025

Position Summary

Under the overall direction of the Chief Administrative Officer, the Economic Development Officer is responsible for the design, creation, and implementation of a comprehensive economic development strategy. This position is responsible for developing, implementing, monitoring, and reporting on strategic economic initiatives that are aligned with long-range economic development and strategic plan economic initiatives. This position actively pursues activities that support business attraction, retention, and expansion in the community. Engagement, communication, and relationship-building will be crucial as this position undertakes activities and fosters partnerships that support the development of the District of Fort St. James as a location of choice for investment, enterprise and growth.

Reporting Relationship

The Economic Development Officer reports to the Chief Administrative Officer.

Nature and Scope of Work

- Act as first point of contact for inquiries regarding economic and social development for the District.
- Works with the Chief Administrative Officer, Council, and staff to establish short and long-term initiatives
- Prepares Council reports, business cases, terms of reference documents for requests for proposals and other documents as required.
- Maintains and updates website content for Economic Development including relevant statistical data and community profile information.
- Creates and edits website and social media content, communications for various campaigns, newsletters and initiatives on a regular basis.
- Prepare and work with the Chief Administrative Officer and Corporate Officer on communications for the municipality.
- Responds to business and investment inquiries and coordinates assistance in a manner that fosters a positive reputation for Fort St. James as a place to do business.
- Participate or provide representation on behalf of the District of Fort St. James where appropriate for local and regional economic development initiatives.

- Conducts research and analysis to support the economic development activities and the development of marketing and communication materials.
- Coordinates special events to support economic development (workshops, virtual and in-person events, open houses).
- Collaborate on events and recreation activities.
- Provides general customer service in relation to being a contact to businesses, landowners, prospects, developers, residents and organizations.
- Identifies grant opportunities, prepares grant proposals, and completes required grant reporting to further the goals/initiatives of the District of Fort St. James and community.
- Maintains files, prepares correspondence, and other administrative duties related to economic development.
- Develops resources to support, implement, and monitor effective marketing strategies.
- Supervise and manage Economic Development staff and/or contractors.
- Actively participate in any EOC (Emergency Operation Centre) situations.
- Other duties as assigned by the Chief Administrative Officer.

Economic Development Strategy

- Creates the economic development strategy and supports the day-to-day implementation of actions under these plans.
- Develops and delivers various programs to support economic development activities within established program delivery budgets.
- Establishes and maintains relationships with community and regional economic development stakeholders to develop, communicate and capitalize on economic development opportunities.
- Builds relationships with existing businesses as well as prospective investors and entrepreneurs to facilitate economic growth and diversification.
- Conducts economic research and analysis to support the development of marketing and communication materials.
- Provides assistance to prospective investors interested in locating, establishing or expanding business and industrial opportunities.
- Reports on the activities of the economic development function including the actual impact of various programs implemented.
- Makes presentations to the general public, community stakeholders, staff and Council as required.

Strategy and Planning

- Leads the development of economic development strategies, objectives and long-range plans for a unified economic development attraction program.
- Monitors and examines market conditions and emerging trends which may impact existing and potential economic development and recommend appropriate action(s).

- Evaluates and reports on the impact of government (all tiers) legislative, policy and program changes. Revises strategies, programs and initiatives accordingly.

Knowledge, Abilities, & Skill Requirements

- Two to five years' experience in the community/economic development field or related knowledge and experience in a parallel field.
- Post-secondary degree in Business Administration, Economic Development, Marketing, Urban and Regional Planning or equivalent field of study.
- An equivalent combination of education and experience may be considered.
- Demonstrate knowledge of municipal government organizations and functions.
- Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal Council and staff, and to meet and successfully serve the public on behalf of the municipality.
- Knowledge and experience with grant research, writing grant proposals and managing reports.
- Excellent interpersonal, written, and verbal communication skills including public speaking, negotiating, mediation, and presentations skills.
- Ability to research techniques with exceptional analytical skills; ability to access and use information and statistics.
- Ability to effectively read and interpret information, present numerical data in a resourceful manner, skillfully gather and analyze information and ability to present to the public and Council.
- Experience recruiting, hiring, supervising, and managing others.
- Ability to cultivate and maintain cooperative and effective working relationships with elected officials, community groups, staff and general public.
- Working knowledge and experience with computer publishing and presentation software programs to produce publishable reports and documents in hard copy and PowerPoint like formats.
- Valid Class 5 Drivers License.

Working Conditions

- This position is based on site at the District of Fort St. James municipal office.
- This position has routine deadlines for completing reporting and other work.
- Requires a medium degree of sustained mental effort.
- Tasks require a high degree of accuracy.
- A significant amount of time during regular workdays is spent at a computer or sitting.
- May be required to work with upset, unhappy, or angry members of the public and customers to resolve complaints.
- No hazardous materials or unpleasant environmental conditions.



Core Values

- Integrity
- Personal Responsibility
- Teamwork
- Respectful Workplace
- Inclusiveness
- Safety