

PERMANENT FULL-TIME EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT/TOURISM MANAGER

The newly formed Piney Stuartburn Economic Development Board invites applications to fill a newly created position of a full-time Economic Development/Tourism Manager.

Job Type: Economic Development/Tourism Manager – Full time Position

Closing Date: October 2nd, 2019 (or until a successful candidate is found)

Wages: Dependent on qualifications. A comprehensive benefits package is available.

The Position:

This position is responsible for economic development and tourism within the borders of the rural municipalities of Piney and Stuartburn, including marketing the communities, business development and liaison with other communities, regional and provincial organizations and agencies.

General Responsibilities: *(more detailed job description available upon request)*

- ❖ Continue advancing meaningful tourism development initiatives
- ❖ Work with regional based organizations in local business and community development activities
- ❖ Attract new business development, retain and expand existing local businesses
- ❖ Evaluate and update the Sunrise Corner Tourism Strategic Plan including reviewing the strategic plans adopted by the municipalities of Piney and Stuartburn along with their respective Development Plans and Zoning By-laws
- ❖ Assume supporting roles in community organizations up to filling the role of directorship on the Piney Regional Chamber of Commerce, Sunrise Corner, Eastman Tourism and Triple R
- ❖ Where applicable research and define business development needs and opportunities

Qualifications/Skills:

- ❖ Degree or diploma in business, commerce, rural development or economics preferable; relevant work experience will also be considered
- ❖ Strong communication and writing skills
- ❖ Proficient with Microsoft Office
- ❖ Experience with Social Media: Twitter, Instagram and Facebook.
- ❖ Photography knowledge
- ❖ Experience working with volunteers, government and businesses in business and community development activities
- ❖ Have the ability to work independently under minimal supervision and as part of a team
- ❖ Capable of multitasking, demonstrated ability to handle a large workload, prioritize tasks, structure and time management along with excellent organizational skills

Conditions of Employment:

- ❖ Familiarity with rural Manitoba
- ❖ An understanding of municipal, provincial and federal legislation, regulations, programs and services relating to community economic development, business development and tourism is an asset
- ❖ A criminal record check may be requested from the successful candidate
- ❖ Positively represent the Piney Stuartburn Economic Development Board to the public
- ❖ Valid driver's license and access to vehicle

Please include a cover letter detailing how your experience/education relates to this position.

Due date for resumes and cover letters is October 2nd, 2019 by 4pm.

Piney Stuartburn Economic Development Board
Box 59, Vita, MB R0A 2K0
204-425-3218 (phone)
204-425-3513 (fax)
cao@rmofstuartburn.com

We thank all candidates in advance however only those under consideration will be selected for an interview.