

FULL-TIME EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT OFFICER

Applications are being accepted by the RM of Piney for a full-time Economic Development Officer with the anticipated start date of July 6th, 2026.

Job Type: Economic Development Officer (EDO) – Full time Position

Hours: Full-Time (36.25 hours per week; occasional evenings/ weekends)

Closing Date: Friday, June 26th, 2026 (or until a successful candidate is found)

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

Purpose of Position: To plan and implement economic development, recreation funding support, and destination marketing activities for the RM of Piney and ensuring long-term asset viability and investment attraction.

General Responsibilities:

A. Economic Development (60%)

1. **Business Retention & Expansion (BRE):** Conduct regular business outreach; document needs; resolve municipal barriers; promote programs (e.g., Community Futures, Chamber).
2. **Investment Attraction & Innovation:** Package opportunities (industrial, forestry/agriculture, home-based business); support site selection; liaise with provincial/federal agencies.
3. **Housing Strategy:** Coordinate with planning to advance infill/subdivision opportunities; promote residential development aligned to market demand.
4. **Chamber Liaison:** Work with the Piney Regional Chamber on events, networking, and business training.
5. **Marketing & Communications:** Maintain ED pages (resources, job postings, grants)
6. **Data & Reporting:** Track KPIs; produce quarterly Council reports.

B. Recreation Support (20%)

1. **Grants & Funding:** Identify and prepare applications for Manitoba programs (Community Museum Grants, Heritage, Festivals, Sport hosting) and federal funds.
2. **Asset Viability:** Develop lifecycle plans and funding strategies for recreation assets (trails, museums, community facilities); support volunteer management capacity (leveraging Recreation Manitoba practices).
3. **Partnerships:** Coordinate with local groups for event planning, training, and cost-sharing.

C. Tourism (20%)

1. **Destination Marketing:** Manage branding, content, itineraries, and social media; maintain the website(s) and campaigns that drive visitation.
2. **Industry Relations:** Work with corresponding government; leverage regional listings and cooperative marketing.

3. **Visitor Economy Outcomes:** Track visitor metrics; support events/festivals; demonstrate economic benefits (e.g., spending, seasonal residents converting to permanent).

Qualifications/Skills:

- Degree/diploma in economic development, business, marketing, planning, or related field; EDAM/EDAC certifications valued per Manitoba wage classification guidance.
- 3+ years in ED/tourism/recreation grants; strong project and grant writing experience.
- Knowledge of Manitoba municipal context, MEPP/MEBP pension participation, and provincial grant programs.
- Valid driver's license; ability to travel regionally.

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
- Valid driver's license and access to vehicle

The RM of Piney offers a competitive salary, benefits and pension package. **Qualified candidates are invited to submit a cover letter and resume stating experience, education, salary expectations and three references.**

Interested candidates should submit their application to:

Martin Van Osch, Chief Administrative Officer
Rural Municipality of Piney
P.O. Box 48, Vassar, Manitoba R0A 2J0
Phone: 204-437-2284 Fax: 204-437-2556
Email: martin@rmofpiney.mb.ca