



Director of Community Development

Issue Date: July 19, 2022

Closing Date: Until Filled

Job Level: Permanent/Full Time

Posting # 2022-017

The District of Stewart is advantageously placed as a deep-sea port on BC's beautiful northern coast. During the summer, the District serves as the hub for expanding mineral exploration in the region; and is a major tourist draw with its closeness to Alaska and road access to a major glacier - the Salmon. Recreational opportunities are abundant year-round with salmon and halibut fishing down the Portland Canal, and with first class snowmobiling and heli-skiing on the adjacent mountains well into the summer. Major industry in the area includes Mining, Logging and Port operations.

Nature & Scope of Position

Reporting to the Chief Administrative Officer, the Director of Community Development is a highly visible, accomplished professional, with demonstrated leadership and management skills and displays strong civic & community leadership skills. Building relationships with economic development partners, the business community and residents of Stewart is the foundation of this role.

Areas of Responsibility:

- Economic Development**
 - Plan, research, develop, coordinate, implement and monitor programs, activities, and events in support of local business development initiatives.
 - Implement activities that achieve the goals within the OCP and Strategic Plans.
 - Create an economic development strategy.
- Tourism:** coordinate activities and direct staff to support and encourage tourism; including management of the Visitor Centre and marketing and advertising our community as a tourist destination.
- Parks & Recreation:** responsible for management of the parks and recreation staff ensuring facilities are operated and maintained in an effective and efficient manner and supporting and creating recreational opportunities for the residents of Stewart.

Duties

- ◆ Provides overall coordination and oversight for the implementation of various projects and activities.
- ◆ Direct and manage staff which would include scheduling and management of day to day operations of: Parks Maintenance Staff, Arena and other facility maintenance and operational staff as well as the Visitor Centre.
- ◆ Identify and secure funding for economic development, tourism and recreation activities and programs including budgeting, grant-writing and providing information to Council through regular & quarterly update reports.
- ◆ Identify the need for and develop a variety of promotional and marketing tools and community building events to attract new businesses and new residents.
- ◆ Develop resources to support, implement, and monitor effective marketing strategies.
- ◆ Attend Council meetings other committee meetings, and facilitate community information meetings as required.
- ◆ Maintain an awareness of regional, provincial and federal economic planning programs and activities and coordinate with Regional District staff where opportunities arise for regional programs.
- ◆ Develop and maintain active contact with other business and economic development organizations, and government agencies in order to stay current on programs and services, and ensure that the District's interests are served.
- ◆ Build and develop relationships with various public and private sector representatives in order to grow the local economy and support economic goals
- ◆ Other duties as assigned.

APPLICATIONS:

Qualified candidates are invited to submit their detailed resume and covering letter in confidence to the District of Stewart to:
Gord Howie, CAO (cao@districtofstewart.com)
P.O. Box 460, Stewart BC V0T 1W0 (705 Brightwell Street)

When applying please quote Job Posting No. 2022-17 | *Shortlisted applicants will be asked for three (3) references.*
We thank all applicants, but only those selected for an interview will be contacted

Community Development Director

KEY COMPETENCIES

The Community Development Director (CDD) must have proficient knowledge in the following areas:

- Have a thorough understanding of the OCP and Strategic Plan
- Knowledge of municipal zoning
- Local, regional and provincial economic potential and opportunities
- Building strategic partnerships and facilitating the development of collaborative relationships
- Understanding of principles and trends within the economic development industry
- Understanding of relevant municipal legislation, policies and procedures
- Understanding of the local economic, cultural, and political environment

The CDD must demonstrate the following skills:

- Ability to manage staff effectively
- Ability to identify and promote community economic development projects and initiatives
- Ability to prepare research and prepare statistical reports to committees, Council, and the community
- High level of proficiency with computer programs including MS Word and PowerPoint
- Ability to work effectively with stakeholder groups, business owners, executives, and elected officials
- Excellent interpersonal and communications skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze, and resolve issues
- Possesses a strong sense of personal integrity and upholds ethical practices
- Stress management and time management skills

Education and Experience:

- Education and/or experience in public administration
- Understanding and working in Economic Development, marketing, and public relations
- A valid Driver's License.