

Employment Opportunity!

DFN Economic Development Community Coordinator

We are looking to hire someone part-time to work as the Community Coordinator for Economic Development Initiatives:

Duties will include but are not limited to:

-) Acting as a liaison between Ec Dev Workers (Dawn N and Lindsey W) and community
-) Coordinating small business workshops with members
-) Research into community ideas for local member and band owned businesses
-) Travel coordination – booking boats etc.
-) Website development for local businesses (this would be for content only and person would work with DFN Website developers)
-) Working with local B&B business owners to gauge interest and needs
-) Hosting and facilitating community input through newsletter development, community meetings and community interviews
-) Policy development for B&B businesses
-) Travel into territory for business site visits, scoping and feasibility studies as needed
-) Other duties that may arise as agreed to by both parties

Qualifications:

-) Minimum Grade 12, post secondary preferred
-) Good writing skills essential as position requires a lot of writing
-) Competent Computer skills (Word, Excel, Powerpoint etc.)
-) Excellent communication skills
-) Ability to coordinate events and track activities
-) Need to be able to work independently as well as part of a team

Other Details:

-) Start date: immediate – End date March 31, 2018
-) 21 hours/week @ 20.00/hour
-) Ability to work from home if needed (office space yet to be determined)

Please submit resume and cover letter to ecdev@kingcome.ca For more information email or call Dawn at 250-202-9565.

Deadline to Apply: September 15th, 2017