



## Economic Development Coordinator

### Development Services

(Temporary, Part-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen (RDOS) covers an area over 10,400 km<sup>2</sup> and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The RDOS is currently recruiting for a temporary, part-time Economic Development Coordinator to join our Development Services team. Reporting to the General Manager of Development Services and working primarily in the Okanagan Falls RDOS Office, this position is responsible for coordinating the implementation of work programs, strategic projects and initiatives relating to business and industry attraction, retention and expansion, economic diversification, community marketing and tourism, and small business support services within participating Electoral Areas.

#### QUALIFICATIONS

- Undergraduate degree in Commerce, Public or Business Administration or a related field; or equivalent combination of education and experience.
- Minimum of three (3) years of experience in a related role, preferably in a local government environment. This experience shall include some related aspects of budget maintenance.
- Ability to provide leadership to rural communities in the achievement of community goals and objectives.
- Proven experience working in a fluid, changing environment.
- Demonstrated ability to work with change and help others move towards a shared and common vision.
- Experience in project management, project/program delivery, event planning/coordination and resource management is an asset.
- Strong problem solving, decision making and analytical skills. Ability to prepare and deliver oral presentations and communicate effectively with various stakeholders.
- Ability to communicate in a courteous and tactful manner often in a sensitive and/or conflict situations.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Ability to work flexible work hours, including evenings and weekends.
- Ability to pass and maintain a criminal record check.
- Valid B.C. Driver's Licence.

This temporary, part-time position (proposed to continue through the 2020 budget process) is included in the BCGEU bargaining unit. The hourly wage for the position is \$35.25, Paygrade 7, plus 14.5% in lieu of benefits and pension.

Qualified individuals are invited to submit applications in PDF format quoting **Competition No. 19-32E** by **4:00 pm on Friday, September 20, 2019** to:

Human Resources Department  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
Tel: 250-492-0237 Fax: 250- 492-0063  
Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)