

Job Description

Community Economic Development Officer (Events and Special Initiatives)

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



Reporting to the Deputy Chief Administrative Officer (Deputy CAO), the Community Economic Development Officer (CEDO) role exists to improve the economic well-being in the communities of the Region of Queens.

The CEDO is responsible for planning, implementing, and evaluating community and economic development projects, programs and events, effectively blending strategic planning, partner engagement, project management and creative problem solving together. This role will be a key leader in working with Region staff and community organizations to develop and deliver special events and programming at Queens Place Emera Centre and throughout the Region of Queens. The CEDO will also work closely with community members, businesses, government entities, non-profit organizations and partners to identify immediate and long-term challenges and opportunities, to facilitate the recruitment and retention of prospective residents and professionals, to create and implement feasible and innovative economic development solutions to enhance quality of life and business investments in the Region of Queens, and to monitor, track, and improve the social and economic well-being of the community.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
Special Events and Programming Development and Delivery Proposes, develops, promotes and implements projects and programs that align with the goals and objectives of the Municipality, in particular events and programming at Queens Place Emera Centre and elsewhere in Queens County that contribute to the cultural offerings of the region, attract short- and long-term overnights stays in the region, and support the local economy.	40%

Description	Approximate Time Spent (%)
- Identifies and secures funding that supports community development projects, advances key well-being initiatives, or improves the economic prosperity of the community. - Conceptualizes, develops, delivers, and improves innovative projects and programs that maximize positive changes within the local social and economic ecosystems.	
Community Partner Engagement and Relationship Development - Creates, builds, and maintains strong relationships with local businesses, government agencies, community organizations, leaders in the community, and internal and external partners. - Identifies and collaborates on joint initiatives that achieve the Municipality's strategic community development goals while advancing the objectives of community partners. - Leads physician and medical professional recruitment from the municipal perspective, including the planning and delivery of site tours to visiting recruits, in collaboration with the Nova Scotia Health Authority. - Leads settlement attraction and retention initiatives of the Municipality with the goal of supporting prospective new residents and investors as they consider relocation to the Region. - Promotes awareness of economic development opportunities, initiatives, and projects through presentations, workshops, partner engagement, as well as paid and earned media. - Conducts community engagement on key issues, projects, and other initiatives within the community. - Acts as a liaison between the Municipality and other levels of government, leaders within the community, and other key partners.	30%
Support and Outreach - Provides support and guidance to local businesses, community leaders, partner organizations, and entrepreneurs navigating government-related systems. - Gathers and effectively communicates information to community and business leaders about opportunities that support their efforts towards achieving the Municipality's strategic goals.	15%
Strategic Planning - Develops and supports strategic planning processes with local organizations, community groups, and business associations. - Develops and supports the development of internal strategic planning and work planning initiatives within the Municipality.	10%

Description	Approximate Time Spent (%)
Research, Analysis, and Reporting Gathers, tracks, analyzes, and reports on local intelligence and statistical data related to the social, economic, and environmental well-being of the region.	5%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

QUALIFICATIONS



Education (degree/diploma/certifications):

- A degree in business administration, community development, or similar is considered an asset.

Experience:

- Three years' experience working in the field of economic development, community development or equivalent experience in these areas.
- Three years' experience working in large event development and delivery, with a focus on music, art, sport or culture.

Knowledge/Skill/Ability:

- Highly motivated.
- Strong connections within the industry, events and business connections sectors.
- Excellent collaboration, communication and interpersonal skills.
- Demonstrated research, administrative, and public speaking/presentation skills.
- Proficient in the use of the Office suite of products, graphic art, and social media tools.

WORK CONDITIONS



Work Demands

This position spends approximately:

- [90]% of the time indoors
- [05]% of the time outdoors
- [05]% of the time driving a vehicle during work

Physical effort:

- Sitting for long periods of time
- Long periods of continuous computer usage
- Regular offsite site visits to mostly built environment locations
- Regular travel within the Municipality

Mental effort:

- Complex problem solving
- Multitasking and managing competing priorities
- Interpersonal relations and negotiation

Hours of work:

- Regular office hours with the ability to work some evenings and weekends depending on the needs of the Municipality

Work Location:

- | | |
|---|--|
| ☒ On-site | (Most work performed on-site, with allowances for flex/remote as required) |
| ☐ Hybrid | (Combination of on-site and remote work) |
| ☐ Mostly Remote | (Most time spent working remotely with limited time spent in the office) |

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE



Independent Decision Making:

- Strong independent decision making.

Financials and Budget:

- Provides input in budget development and oversees accounts stemming from operations.

Confidential Information:

- Access to confidential information as it relates to funding applications and grants.

Creativity and Ingenuity:

- High degree required

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- Not applicable

Functional advice this role may provide and to whom it is provided:

- Community tourism facilities owned by the Municipality
- Community groups and associations

POSITION CLASSIFICATION

(Where this position fits)



Position Title: Community Economic Development Officer	Division:
Department: Administration	Classification:
Positions Supervised Directly: N/A	Reports to (Direct): Deputy CAO
Salary Grade: 4	Positions Supervised Indirectly: N/A
Hours per week: 35 hours per week; typically regular business hours, with some flex work/remote ability depending on circumstances	Work Location: Administrative Office with some time spent at Queens Place Emera Centre, in the community as required
Effective Date: June 1, 2024	Revision Date: December 12, 2025

Organizational Chart

The reporting relationship of this position to others within the immediate department.

