



Community Economic Development Officer

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has a permanent employment opportunity for a Community Economic Development Officer. Reporting to the Chief Administrative Officer, the Community Economic Development Officer (CEDO) is responsible for creating an economic environment focused on attracting and retaining commercial businesses while advancing economic, environmental, and social goals. The CEDO is also responsible for the design and implementation of the community economic development strategy for the District of Sooke which will, among other initiatives, stimulate business activity and investment in the District.

Engagement, communication and relationship-building will be crucial to promoting and achieving sustainable growth through the expansion and retention of existing businesses and attraction of new businesses into the District.

These goals and objectives will be achieved in a manner that is consistent with Council's environmental goals (consistent with environmental best practices) and nurtures the community's (the District's citizens) well-being.

To be considered for this role, applicants should have:

- A post-secondary degree in economic development, commerce, marketing, urban, rural, or regional planning, public or business administration, or equivalent.
- Completion of the National Certification Program for Economic Developers.
- A minimum of seven (7) years' experience of progressively responsible experience in community economic development or closely related field in local government
- Demonstrated experience in Sustainability Planning
- Experience in the development of departmental and corporate long-range plans as well as budget formulation and reporting processes
- A valid Class 5 BC Driver's Licence
- A satisfactory Criminal Record Check

Additional consideration may be given to applicants with the following qualifications:

- A combination of experience and education
- Related experience in local government
- Experience with MS Office Online, SharePoint Online, and Tempest
- Project management training and experience
- Supervisory training and experience

This is an exempt position. The 2022 rate for the Community Economic Development Officer is \$96,995.00/year, plus an excellent benefits package. To view the full job description and to apply online, please visit the career page of our website at www.sooke.ca/employment.

Closing date for receipt of applications is Monday, September 5, 2022.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.