

## **Internal / External Employment Opportunity**

### **Economic Development Officer**

The Town of Gander has an immediate opening for the position of Development Officer – Business and Investment Attraction. The position is for a one year term.

#### **Duties and Responsibilities**

- Assist with priority projects aimed at generating employment and investment in Gander from conceptual stage to final implementation,
- Provide support for direct investment files including researching and analyzing sector specific market information, preparation of value proposition documents and business plans,
- Gather, analyze, present and maintain up-to-date economic development information relating to Gander
- Prepare business case/plans and proposals
- Other duties as required.

#### **Qualifications**

- Post-Secondary graduate with specialization in areas related to economic or development, commerce, marketing, research, business development, etc.
- Three years experience in an economic development portfolio, with the ability to; identify community needs and prepare proposals and action plans, develop, direct and carry out marketing strategies and promotional techniques, manage effective business communications
- Demonstrate an enthusiastic presence, ability to promote the community and develop productive relationships with potential investors and community groups
- Solid knowledge of the community & the aerospace industry
- Excellent communication, research and analytical skills
- Sound knowledge of Federal, Provincial and other public as well as private funding agencies, services and programs
- Solid knowledge of MS Office Suite and Corel WordPerfect
- Certification in Economic Development would be an asset

#### **Additional Requirements**

- Frequent and extended travel is required.
- Evening and weekend work may be required.

**Salary:** \$31,076 – \$37,903 per annum

Interested applicants are invited to submit a resume and cover letter by the deadline of February 2, 2007 to [jobs@gandercanada.com](mailto:jobs@gandercanada.com).