

# Fundy-St. Martins – Employment Opportunity

## **Description:**

Fundy-St. Martins is looking to hire a **Development Officer** to support the community by leading and implementing current and future projects. The successful candidate will also design and implement strategies to strengthen the community's attractiveness to new residents, current residents, and guests.

Fundy-St. Martins is a community that was newly formed under the Local Government Act in New Brunswick. This new community is comprised of the three former Local Service Districts of Simonds, Fairfield, and St. Martins, and the Village of St. Martins.

The Provincial government has identified Fundy-St. Martins as a community for tourism growth. Enhancements and additions to existing infrastructure, public spaces and guest services are vital for Fundy-St. Martins to be tourism market-ready for international guests. Fundy-St. Martins has secured federal and provincial funding for the implementation of a strategic infrastructure plan, which was developed in partnership with the Department of Tourism, Heritage and Culture, ACOA, the Regional Development Corporation, community and regional stakeholders. Consistent and quality experience and guest service delivery within these public spaces requires strengthening the capacity of community and local stakeholders through strategic partnerships/connections and shared resources.

## **Governance Structure:**

The position will report to the Chief Administrative Officer (CAO).

## **The individual hired will be expected to:**

- Coordinate the implementation of current and future projects.
- Relay project updates to stakeholders.
- Work with Council, federal and provincial governments, neighbouring communities, business sector and community groups to facilitate growth in the area (economic/community development, population growth, and tourism).
- Develop a workplan with monthly activity plans (proposed actions, clear outcomes and deliverables with milestones and dates) to provide CAO/Municipal Council with an ongoing understanding of priorities and accomplishments.
- Commit to a 1-year term (with possibility of a 1-year extension). This is full-time, contract position – 35 hours per week.

## **Qualifications:**

- Post-secondary education in a discipline related to economic/business development or related field with a minimum of three years' experience.
- Proven experience working as a development officer or similar role
- Experience in managing projects
- Excellent analytical, problem-solving and management skills
- Effective communication skills

- Tourism knowledge and experience is an asset
- Experience in setting up and facilitating community stakeholder meetings
- Proficiency in all Microsoft Office applications
- A suitable combination of related education and experience may be considered.

**Information required for submission:**

1. Executive Summary
2. Background information
3. Proposed services/deliverables
4. Timeline and budget
5. Portfolio/Resumes of other work
6. Considerable on-site consultation

Fundy-St. Martins offers a competitive salary and conditions of employment will be discussed during the interview.

**Deadline for submission is February 16, 2024.**

**Please send submission to:**

Fundy-St. Martins

[brianbaker@fundystmartins.ca](mailto:brianbaker@fundystmartins.ca)

We would like to thank applicants for their interest but only those candidates selected for interviews will be contacted.