



N A K U S P

AND AREA DEVELOPMENT BOARD

Call for Expression of Interest for an Economic Development Coordinator

The Nakusp, BC area is drawing young people and families to its stunning mountain and lake environment. Opportunities to add value to local forestry activity, increase available housing, and enhance business capacity and tourism options, abound.

Nakusp and Area Development Board (NADB) has successfully facilitated a broad range of economic initiatives since its inception as a not-for profit BC Society in 1989. To take advantage of new opportunities and rejuvenate economic activity after the COVID19 pandemic, the board of directors requires additional support. NADB seeks to contract with an **Economic Development Coordinator** who is energetic, skilled, and invested in the economic success of our area.

Contract accountabilities

- **Project development:** Using relevant research, along with an informed awareness of local economic sector needs, opportunities, and priorities, recommend projects to the board. Develop funding proposals.
- **Project management:** Acting as main point of contact, coordinate and implement projects, hire sub-contractors, maintain contact with funders/sponsors/partners, and complete reports.
- **Public relations:** Represent/present NADB at community economic meetings/events, liaise with community economic stakeholders, maintain current information on communication portals (website, social media), respond to inquiries and correspondence, write project news releases.
- **Support for other local economic initiatives:** Connect economic development champions and businesses to COVID recovery resources and supports, promote and facilitate use of 'ImagineKootenay.com', coordinate 'lead protocol' development to encourage investment in the area, prepare letters of support
- **Strategic planning and project evaluation:** coordinate strategic planning and budgeting, provide project evaluation metrics and relevant research.
- **Administration:** Manage project revenues, purchases, and banking. Ensure compliance with all by-law and regulatory obligations, retain organized digital records of all NADB project activities, maintain access to digital/financial structures.....(continued on page 2)

Qualifications

- Demonstrated knowledge of community economic development
- Project management expertise (e.g., prioritizing, scheduling groups, able to work within a budget and a timeline)
- Strong written communication skills (detailed minutes, proposals, and polished documents)
- Strong oral communication and presentation skills, including speaking and presenting to groups
- High level of professionalism and experience working with range of stakeholders
- Ability to collect, analyze, and interpret data
- Technical skills: Microsoft Office applications, Zoom, Survey Monkey and social media
- Access to a personal computer with Microsoft Office programs and a suitable home workspace
- Able to work outside of regular work hours to attend events and meetings
- Access to a vehicle and able to travel

Budget and timeline

- This independent services contract has a budget of \$32,000-\$48,000, not including GST, and will require 20-30 hours per week.
- Any expense charges will be above this amount, and must be pre-approved.
- The contract target period is May 1, 2021 to Apr 30, 2022, but the start date is flexible. Additional funding may support a contract extension.

How to apply

Send your expression of interest to nakuspareadevelopment@gmail.com for the attention of Margaret Driscoll, President. Please include:

- Cover letter
- Education and qualifications
- Past experience and responsibility level with relevant projects
- Technical and project management expertise
- References

Closing date: April 10, 2021

Your expression of interest will be reviewed by NADB. Interviews will occur mid to late April. Only those incumbents short listed for an interview will be contacted.