



Economic Development Coordinator

The Towns of Annapolis Royal and Middleton and the Municipality of the County of Annapolis are located in the wonderful Annapolis Valley, approximately 50 km apart.

Annapolis Royal is a charming, seaside town, richly steeped in culture and heritage. It is situated between mountain and sea, Annapolis Royal offers a stunning waterfront shopping area, an enviable selection of restaurants and world class accommodations, important heritage sites, an exciting arts community and theatre, wonderful recreational opportunities. To learn more about Annapolis Royal, please visit www.annapolisroyal.com

Middleton is full of small-town charm and known as the “Heart of the Valley”, Middleton serves as a regional centre for business, education, health, and recreation services. Our community is a delightful town with immense potential, complemented by strong values in diversity and accessibility. To learn more about Middleton, please visit www.discovermiddleton.ca

The County of Annapolis is amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River valley, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. To learn more about the Municipality of the County of Annapolis, please visit www.annapoliscounty.ca

Our Opportunity

We are looking for an exceptional leader who uses their robust experience to navigate through the County to research and compile an inventory of assets and establish the gaps, assets and inform the public on opportunities available in our region. Reporting to the CAO's, you will provide sound advice and recommendations on matters, with a focus on continuous improvement and implementing changes. This is an exciting prospect for an individual to experience as identify opportunities for shared resources and efficiencies that can lead to long-term sustainable practices for the communities.

Why work with us?

We truly value our people, which means you will be joining an incredible team, in a supportive and positive environment. We are passionate about the roles we play in providing superior service within our community and we take considerable pride in the goals we accomplish together. We invest in our people through supporting and encouraging professional development, so you have the tools to safely succeed in your role. Our core values of trust, respect and accountability are extremely important in all we do, and we build our team to share and model these values. Best of all, we like to have fun! We prioritize having fun while we

work hard as a team; we enjoy connecting with each other and we genuinely care about one another.

Work/life balance is important to us, and we want everyone to feel refreshed and recharged to perform their job well. There will be times where you are on call and required to work outside of the regular working hours. We offer the flexibility for you to take this time in lieu to ensure you maintain a great balance.

Successful Candidate should:

- Research and complete an inventory of all commercial and business enterprises in Annapolis County
- Research and develop a comprehensive community profile that can be used to attract developers, new businesses, new residents including health care workers
- Review the current business climate in Annapolis County, determining where business and service level gaps exist, and develop business and development programs and packages seeking to attract new commercial enterprises to fill these citizen needs.
- Identification of funding opportunities to support the activities identified above, drafting of applications and/or securing support required to assist with grant writing.

What we're looking for:

Qualifications:

- Demonstrated experience in economic development
- Demonstrated ability to work independently and with others
- Excellent communication skills (Written, Verbal and Listening)
- Proficient computer skills in programs such as Microsoft 365; demonstrated support for modern technology and innovation
- Sound, independent problem-solving and organizational skills
- Valid Driver's License

You have a choice in your career. Why not join us, to stay and thrive in your career!

We are equal opportunity employers. We are committed to recruiting a diverse workforce and supporting an equitable and inclusive environment. For more information go to <https://annapolisroyal.com/town-hall/employment-opportunities/>

Job Type: Contract ends March 31, 2025

Site Location: Town of Middleton or Town of Annapolis Royal

Salary Range: \$38,000 - \$42,000 (Approximately 30 weeks; Start Date September 3, 2024)

To Apply: Please send your cover letter and resume as one document to

hr@town.middleton.ns.ca or mail to Town of Middleton, PO Box 340, Middleton, NS B0S 1P0

Competition Closing Date: Friday, September 6, 2024 at 4pm