



# EMPLOYMENT OPPORTUNITY

## ECONOMIC DEVELOPMENT OFFICER

In a partnership between the Town of Moosomin and R.M. of Moosomin No. 121, the Moosomin Economic Development Committee is now accepting resumes for the position of “Economic Development Officer”(EDO).

Reporting to the Economic Development Committee, the EDO is responsible for overall function of economic development. In general, this includes office duties, attending and facilitating meetings, budgeting and financial reporting, identifying and pursuing opportunities for economic development, assisting individuals and/or businesses with developing business plans, and promotional activities, with the complete job description available online at [www.moosomin.com](http://www.moosomin.com).

The desired candidate will have relevant post-secondary education with a minimum of 2 years of administrative experience in a related economic or business development position. This experience shall include related aspects of budget control and demonstrate effective communication skills, ability to analyze financial statements and business plans, and knowledge of municipal (zoning regulations), provincial and federal legislation (*ie. codes, etc.*), as it pertains to development of property.

A valid Saskatchewan Class 5 drivers license is required, and applicant must also provide a Criminal Records check from the R.C.M.P., acceptable to the committee.

Interested persons are asked to submit a complete and current resume with references, and expected salary, until September 6th, 2019, however, this time period may be extended until such time as a suitable applicant is chosen.

Applications may be mailed, delivered, faxed, or e-mailed to the Town of Moosomin at the following address:

TOWN OF MOOSOMIN  
701 MAIN STREET  
BOX 730, MOOSOMIN, SASKATCHEWAN, S0G 3N0  
Phone: (306) 435-2988 Fax: (306) 435-3343  
e-mail: [twm.moosomin@sasktel.net](mailto:twm.moosomin@sasktel.net)