



# Elk Valley Economic Initiative

## **Job Description and Deliverables: Economic Development Service Bylaw Coordinator**

This is a collaborative and regional project focused on ensuring a successful transition to a sustainable economic development model in the Elk Valley. This position is funded by ETSI-BC, in partnership with Elk Valley Economic Initiative.

### **Contract Position**

**Length of Contract – 44 weeks from start date**

**Hrs per week – 8**

**Remuneration - \$32.50 / hr**

### **Location and Travel**

The position can be located anywhere within the Elk Valley and Regional District's A & B. The contractor can work from home or may have office space made available.

### **Duties and Deliverables**

Ensure mayors, directors, Elk Valley Economic Initiative committee and RDEK staff are well informed of Community Economic Development best practices and economic development models.

Attend meetings and provide updates to partners as required.

Present information on economic development models and research to the Elk Valley Economic Initiative committee, provide updates on regional economic development efforts, and enhance collaboration with Chambers of Commerce.

Through collaboration with the three Chambers of Commerce in the Elk Valley, deliver business and workforce skill training.

Provide feedback and support to municipal partners on municipal website economic development content.

Continue the work referenced in the document titled "EVEI Remaining Action Items and Identified Future Roles" and deliver the identified key action items and thereby enhance community economic development in the Elk Valley.

Ensure all members associated with economic development in the Elk Valley are fully informed, aware of the process and are involved, including marginalized groups.

Prepare meeting agendas and supporting documents, schedule and confirm meeting attendance, liaise with members, and compile meeting minutes.

Additional work as required and discussed by Elk Valley Economic Initiative committee.

**Resumes will be reviewed as received.**

**Please submit resume to – [coordinator@theelkvalley.ca](mailto:coordinator@theelkvalley.ca)**