



Town of **Moosonee**

Box 727, 5 First Street
Moosonee, ON. P0L 1Y0
T (705) 336-2993 F (705) 336-2426

Job Posting

Economic Development Officer Full Time Position

Purpose of Position:

- To develop and implement economic development strategies that build capacity and attract investment for the Town of Moosonee. To apply to federal and provincial grant opportunities for community enhancement projects in various public spaces and municipal facilities in the community. Develop plans to replace aging facilities (fire department & airport terminal).
- To work within the administrative policies and procedures that are approved by the Council and managed by the Clerk-Treasurer and CAO

Responsibilities, Knowledge, and Skill:

- Office 365 + internet meeting apps (Teams, Zoom)
- Assist with asset management & official plan updates.
- Moosonee Emergency Control Group MCEG Information Officer duties
- Administrative and Clerical Support
- Managers meetings and council updates
- Knowledge of computer applications, records management, and admin procedures
- Ability to handle confidential and sensitive information.
- Familiarity with Town administrative policy and procedure
- Strong public relations skills, public safety messaging, Newsletter development
- Reply to general inquiries from residents and visitors.
- Performs other related duties as assigned by the CAO, Clerk-Treasurer

The Town of Moosonee will support and encourage personal development leading to additional responsibility and advanced professional roles.

Remuneration includes competitive wages, benefits and an OMERS Defined benefit pension plan.

Working Conditions:

Works in a public office in full view of the public. Nature of position means there are frequent interruptions to answer telephones and visitors.

Persons interested in this position should submit their resume by

Shelley Petten, Clerk-Treasurer

Town of Moosonee, P.O. Box 727

Moosonee, Ontario P0L 1Y0

Email: info@moosonee.ca

This post is open to both Internal and External Candidates and will remain open until a suitable candidate is identified.

Successful Candidate will be required to provide a criminal reference check.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. The Town of Moosonee is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation.

We thank all candidates who apply but advise that only the people selected for an interview will be contacted.

Posted November 3rd, 2023