



The Municipality of Machin is seeking interested applicants for the full-time position of **Economic Development Officer (EDO)**. Reporting to the Council, the Economic Development Officer is responsible for developing and implementing community economic strategies and initiatives. Preference will be given to candidates possessing the following qualifications:

- Able to provide creative leadership
- Excellent communication skills
- Sound personal judgement, discretion and credibility
- Good problem solving and entrepreneurial skills
- Broad general knowledge of business and government
- Able to handle a variety of projects which may have time deadlines
- Grant application skills
- Lot Development
- Can undertake research projects and prepare comprehensive reports
- Excellent computer skills
- Able to attend meetings that may be outside of regular business hours
- Degree in Commerce, Economics, Marketing and/or Public Relations or related experience.
- Proficient in current information technologies

Employment Start Date: February 1<sup>st</sup>, 2021. Deadline: Posting will remain open until a suitable candidate has been selected. Compensation: Salary for the position is \$68,250.00 - \$70,000.00 per/year and is for a three year contract, which could be extended.

Direct Applications to: The Municipality of Machin, Attn: Tammy Rob, Box 249, Vermilion Bay, ON P0V 2V0 Email: [clerktreasurer@visitmachin.com](mailto:clerktreasurer@visitmachin.com), Phone: 807-227-2633 ext.22 Fax: 807-227-5443. We thank all candidates for their interest, however, only candidates selected for interviews will be contacted. Applicants selected for an interview will be required to provide references