

South Peace Economic Development Commission

Economic Development Coordinator

Job Responsibilities

The Coordinator, using good judgment, is responsible for coordination of all regional economic development initiatives and activities of the South Peace Economic Development Commission (SPEDC).

The Coordinator will report to the South Peace Economic Development Commission, and will have support and guidance from the South Peace Economic Development Advisory Committee. On behalf of the Commission the Coordinator's responsibilities will be to manage project contractors, coordinate SPEDC activities and initiatives, communicate with relevant local, regional, provincial and federal agencies, prepare necessary reports and studies, prepare the annual operating plan, and manage the approved expenditures through the approved Commission budget for projects.

Planning, Policy and Procedures:

- forms an annual work plan by ensuring that a business plan is in place and that it is updated with input from all appropriate stakeholders;
- implements the annual work plan within the framework of SPEDC policies;
- identifies economic development opportunities and makes recommendations on how to take advantage of them;
- identifies economic weaknesses and recommends how to resolve them;
- recommends strategic and confidential policy options for the SPEDC for discussion and approval;
- attends economic development and related meetings and assists in the formation of public policies and procedures pertaining to regional economic development;
- prepares proposals and applications for outside funding agencies/programs;
- provides liaison between the Commission, the South Peace Economic Development Alliance, the business community and various levels of government.

Administration Responsibilities:

- acts as the Economic Development Administrator for the South Peace Economic Development Commission;
- coordinates and directs SPEDC approved project contractors;
- maintains close cooperation with the South Peace Economic Development Commission and the South Peace Economic Development Advisory Committee;
- receives SPEDC correspondence and ensures timely response to all requests;
- ensures that the SPEDC Advisory Committee is adequately organized to deal with all the areas outlined in the annual work plan;
- organizes meetings of the SPEDC;

- ensures that SPEDC minutes are properly prepared, distributed approved and stored for record management purposes;
- prepares all required reports on time and keeps the SPEDC informed about various operations and programs;
- promotes to all stakeholders and potential stakeholders the organization, goals and successes.

Finance Responsibilities:

- plans, develops and recommends the annual budget for the SPEDC;
- authorizes expenditures from the approved budgets;
- ensures that all accounting and financial records are maintained to a standard necessary to meet the requirements of the SPEDC and other funding agencies;
- prepares annual as well as special project funding requests to various government agencies;
- solicits funding for economic development activities from both public sector and private sector sources;
- in cooperation with the SPEDC ensures all financial commitments are met in a timely manner.

Performance Measurement Standards:

The Coordinator will be evaluated on the following:

- achievement of benchmark measures as stipulated in the annual Business Plan;
- ability to effectively communicate relevant economic development issues, and make concise recommendations to the SPEDC for decision-making purposes;
- adherence to professional behaviour standards;
- adherence to and implementation of the annual business plan;
- ability to complete work in a timely manner;
- ability to identify and act on economic opportunities;
- adherence to the budget;
- ability to lever funding from private sources and other government agencies/programs for regional success of economic development projects/initiatives.

Skills Necessary for the Job:

- ability to handle, schedule and prioritize multi-tasks, and ability to work on own as well as with an advisory board.
- strong organization, communication, interpersonal, marketing, analytical and research skills including the Internet.
- computer skills, including ability to develop and update standard Microsoft office files in Word, Excel, Access and PowerPoint.
- public speaking skills.
- knowledge of resource sector issues.
- possess a good understanding of accounting principles and records management;
- a recognized degree in a business related field, or equivalent relevant experience or combination of both, as well as good knowledge of business skills.