We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As an Executive Assistant/Junior Economic Development Officer, you will provide administrative, operational, and logistical assistance to facilitate and further the goals and objectives of economic development and tourism initiatives within the Town of Fort Erie. You will also support the Manager in the operation, planning and delivery of all economic development and tourism services.

You will apply your technical knowledge of office administration, MS Office software applications, communications, print production, social media tools and graphic design. You have a demonstrated working knowledge of community based economic development principals and strong working knowledge of the Town of Fort Erie and the Region of Niagara.

Your post-secondary education in Business Administration, Political Science or Tourism and Marketing is complemented by two years of equivalent work experience and demonstrated senior level office administration experience. Education in Economic Development and previous experience in a Municipal setting would be considered an asset.

The salary range is $61,400 - $73,673 annually for this non-union position, based on 37.50 hours weekly. We also offer comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is 12 NOON local time on Monday, July 20, 2020. [Click here](#) to apply.

Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the Municipal Act, 2001, as amended to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.
Department: Office of the CAO
Division: Economic Development & Tourism Services
Reports to: Manager, Economic Development & Tourism Services

Position Objective

The Executive Assistant/Jr. Economic Development Officer provides administrative, operational, and logistical assistance to facilitate and further the goals and objectives of economic development and tourism initiatives within the Town of Fort Erie. Supports the Manager in the operation, planning and delivery of all economic development and tourism services.

Duties & Responsibilities

1. Lead in developing and creating promotional literature, advertising material, business directories and other statistical and demographic information.
2. Compose and prepare internal and external communications, including letters, memoranda, meeting minutes and administrative reports.
3. Maintain a calendar of appointments and meeting schedules for the Manager and Economic Development Officer (EDO).
4. Provide accurate information to the public, business community, Members of Council and other government agencies on economic development and tourism matters.
5. Attend meetings, conferences, seminars and tours on behalf of the department with or in the absence of the Manager and the EDO.
6. Responsible for coordinating advisory committee meetings and preparing agendas, meeting packages and meeting minutes.
7. Maintains consistent office routines and ensures contact can be made during such absences of the Manager and EDO.
8. Respond to initial inquiries, directing inquiries as needed to the department Manager, EDO, or appropriate Town staff.
9. Liaise with local businesses and community groups with regards to funding opportunities, special projects and events.
10. Assist in developing proposals for obtaining government grants.
11. Oversee the maintenance and management of the department website and social media.
12. Maintain filing systems in the department according to records management practices.
13. Collaborate with other departmental staff within the Town of Fort Erie and Niagara Region.
14. Coordinate the development, management and distribution of tourism marketing materials.
15. Coordinate and organize special events and meetings as required.
16. Other duties as specified, from time to time, may be assigned by the Manager.
Education & Experience

- Post-secondary education in a related field and/or equivalent work experience.
- Demonstrated senior level office administration experience.
- Previous experience in a Municipal setting would be considered an asset.

Knowledge

- A demonstrated working knowledge of community based economic development principals.
- General understanding of the socio-economic climate of the Town of Fort Erie, the Niagara Region and the Province of Ontario.
- Working knowledge of the Town of Fort Erie’s Official Plan, Zoning By-Law and Secondary Plans are considered an asset.
- Strong working knowledge of the local marketplace (Fort Erie, Niagara Region, and Province of Ontario).
- General knowledge of customer service.
- General knowledge of routine office procedures, practices, and equipment.
- Working knowledge of communications, print production, social media tools, web development and graphic design.

Skills & Ability

Ability to;
- Exercise independent initiative and establish priorities for own workload.
- Collaborate and participate effectively within a team environment.
- Research local land availability.
- Lead and coordinate special projects.
- Maintain a high level of professionalism.
- Exercise sound judgement, discretion and a high degree of confidentiality.
- Identify and promote economic development and tourism projects and initiatives.
- Operate computers and peripherals and general office equipment.
- Multitask and shift priorities as required.
- Operate under pressure, adapt to change, and ability to be flexible.
- Highly developed interpersonal skills.
- Meticulous attention to detail and strong problem-solving skills.
- Superior clerical skills; accurate note/minute-taking ability.
- Well-developed written and verbal communications skills.
- A valid driver’s license and regular access to a vehicle.
- Ability to travel across the U.S./Canada border.
Work Demands

- Communicates with and influences others inside and outside the organization; may require considerable explanation/clarification/interpretation.
- Liaising with potential investors, business associations and government agencies.
- Regularly works with confidential information and sensitive business and client information.
- Represent the Department at official and promotional functions as required.
- Moderate periods of sitting, keyboarding; moving average weight materials; visual demands involve regular eye strain.
- Typical office environment.
- Occasional work beyond the traditional workday; may attend meetings of Council and Committee if required.
- Errors in judgment or interpretation could affect entire organization with potential loss of time/resources and embarrassment to The Corporation.

Position History

This position was formerly the Executive Assistant at the Fort Erie Economic Development and Tourism Corporation (EDTC). The EDTC was established in 1992 and had a Memorandum of Agreement (MOA) with the Town of Fort Erie to deliver economic development and tourism services on its behalf. At the December 10, 2018 Council-in-Committee meeting, Council received Administrative Report No. CAO-20-2018 and passed the following resolutions:

THAT: Council receives and reviews the information contained in this report; and directs staff to proceed with:

Option C – Council chooses to give notice to the EDTC that the MOA between the Town and the EDTC is to be terminated subject to the requirements of the current Agreement, and further,

THAT: Council directs staff to arrange to bring in an outside consulting firm to consult with Council to review with Council the delivery of economic development services to the Town regarding various alternatives and the pros and cons of each.

At the June 17, 2019 Council-in-Committee meeting, Council passed resolution No. 8A and No. 8B to direct staff to continue with the termination of the MOA and Council directed the CAO to prepare a report to Council with respect to the steps necessary to bring Economic Development and Tourism Services in-house, the advisability of appointing an Advisory Committee for the Economic Development and Tourism Service and the makeup of such a committee.
ORIGINAL SIGNED

__________________________________________________________________________

Chief Administrative Officer

__________________________________________________________________________

Date