



CAREER OPPORTUNITY

Contracted Employee Position Economic Development Officer

POSTING DATE: March 17, 2026

Position Overview

The District of Elkford is seeking a contracted employee to provide economic development services to the District. This contracted position would be a two-year term contract for 18 hours per week (955 hours per year), at a rate of \$40.00 per hour. The role is posted as 18 hours per week; however, full-time (one-year term contract, 35 hours per week) hours may be available depending on the applicant.

This position includes payment in lieu of vacation and statutory holidays, and be subject to all statutory deductions (e.g., EI and CPP). Work hours are proposed to be flexible with a hybrid work option available. Some in-person time is expected for meetings, trade shows, and events.

Nature of Work

The Economic Development Officer will work to action recently adopted Economic Development Strategy, Community Tourism Plan, and other related documents. This will include development of policies, marketing materials and campaigns, programs, and relationship building.





Responsibilities

- Provide leadership for the community in economic development;
- Work to advance the Economic Development Strategy and Community Tourism Plan;
- Researching and preparing summary reports and presentations to decision makers on economic development topics, including municipal development corporations;
- Targeted outreach to accommodations providers;
- Development and implementation of marketing and promotional campaigns;
- Creating and updating tourism materials;
- Policy review, update and development;
- Program development and relationship building with community groups;
- Creating and updating investment materials;
- Relationship development with industry stakeholders, non-governmental stakeholders, provincial agencies, and indigenous organizations;
- Coordination of attendance at trade shows;
- Other duties may be assigned.



Education and Experience

- Experience in economic development and tourism-related activities including marketing, promotion, and program development.
- Certifications and/or evidence of completed courses in economic development and/or tourism are an asset.
- Valid Class 5 B.C. driver's license.
- Experience in a municipal government environment considered an asset.

Required Skills and Abilities

- Customer service oriented.
- Demonstrated experience in an economic development and/or tourism role.
- Project management experience considered an asset.
- Demonstrated ability to work independently with minimal supervision.
- Excellent verbal and written communications skills.
- Ability to work with the public in a courteous and respectful manner.
- Experience with computer programs for communications activities.

Rate of Pay

- \$40.00 per hour.
- This position includes payment in lieu of vacation and statutory holidays, and be subject to all statutory deductions (e.g., EI and CPP).

How to Apply

- Submit your resume to careers@elkford.ca
- Position open until filled.