



Economic Development Officer

The Municipality of Red Lake has an exciting opportunity for an Economic Development Officer to join our team!

About The Municipality of Red Lake

The Municipality of Red Lake is a naturally beautiful and vibrant community with a population of 4,100 nestled in the Boreal Forest of Northwestern Ontario within Treaty 3 territory on the traditional lands of Lac Seul and Wabauskang First Nations. Created in 1998 with the amalgamation of the Township of Red Lake, the Township of Golden, and the Local Services Board of Madsen offers many opportunities for those who enjoy the outdoors and living a quality lifestyle.

The Municipality offers a supportive work environment coupled with a comprehensive compensation and benefit package including enrolment in the OMERS pension and 100% employer paid benefit premiums. The Municipality also provides subsidized gym memberships, ability to sign up for reduced cost cell phone plans, and professional development opportunities.

The Position

Reporting to the Chief Administration Officer, the Economic Development Officer will be responsible for the coordination of the Municipality of Red Lake's economic development activities with the intent of attracting new businesses, encouraging investment opportunities, increasing job opportunities and identifying opportunities for sustainable community growth by promoting and marketing the Municipality of Red Lake as great place to live, visit and do business.

Key Accountabilities

- Develop knowledge of key industry growth sections in the region, identify prospective investment, expansion leads and follow up with outreach calls, visits, meetings.
- Prepare economic impact reports that identify, develop, and implement economic development strategies, programs and projects that are designed to attract businesses and new residents to the community, while promoting the Municipality of Red Lake.
- Create and deliver presentations with relevant stakeholders, community leaders, business organizations, potential investors, and other regional committees.
- Demonstrate continuous improvement efforts to enhance operations, streamline work processes and work cooperatively to deliver the highest customer service excellence.
- Work directly with local businesses to facilitate access to municipal processes and referrals to other economic development support agencies.
- Coordinate economic development and tourism activities between internal departments, external agencies, and neighboring communities.



- Identify and apply for grant opportunities, prepare grant proposals to secure funding for economic development initiatives. Develop and maintain professional relationships with potential funders, key stakeholders of government, foundations, and private investors.
- Conduct research on economic trends, market conditions and industry opportunities to identify potential areas for economic growth. Analyze data to assess the economic health of the region and the municipality.

Knowledge, Skills and Technical Abilities

- University degree in Community Economic Development, Urban Innovation, Business Administration, or a related field.
- Certified Economic Developer (Ec.D.) Designation would be an asset.
- Ability to deal with confidential and sensitive information.
- Proven ability to multi-task and prioritize projects to meet deadlines in a fast-paced environment.
- 3 years of economic development and relationship management experience
- Experience in planning marketing campaigns and knowledge in developing, researching, writing marketing materials.
- Strong analytical skills with the ability to interpret economic data and trends.
- Proficiency in Microsoft Office and SharePoint.
- Knowledge of the Northern Ontario resource sector would be an asset.
- Experience with municipal budget planning, forecasting and maintenance.
- Familiarity with grant writing, fundraising and project management.
- Excellent verbal and written communication skills with ability to problem solve.

Workplace Requirements and Conditions:

- Valid Class G driver's license
- Location: Onsite Red Lake, Ontario

Qualified candidates are encouraged to apply and express their interest to <https://tealandco.com/careers>.

The Municipality of Red Lake welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. The Municipality of Red Lake is committed to a positive, supportive, and inclusive environment.

The Municipality of Red Lake is committed to providing accommodations for persons with disabilities. Please contact us at careers@redlake.ca for further details or if you require any information in an alternate format.