



## **Business and Investment Attraction Coordinator**

25 hours per week

\$28-\$32 per hour depending on experience

Duties include but are not limited to:

- ☐ Build and maintain relationships with the local business community and allied stakeholders
- ☐ Plan and execute stakeholder engagement activities via an annual plan and ad hoc as opportunities arise
- ☐ Manage, grow and market Find it in Golden (FiiG)
- ☐ Manage, grow and market the Property Listings Page and associated tools and resources
- ☐ Manage the annual update of the Investment Attraction brochure and associated materials
- ☐ Develop materials for business development and investment attraction purposes as necessary
- ☐ Provide content for communications pieces including press releases, social media and newsletters
- ☐ On-going analysis and reporting on current trends and opportunities for the Golden Area to consider in our CED Strategy and Investment Attraction activities
- ☐ Develop Investment Attraction targets and associated strategies for annual work plan
- ☐ Execute Investment Attraction strategies and associated projects
- ☐ Grant writing and fundraising as required to support projects

- ☐ Update and facilitate the marketing of the Welcome Guide in spring and fall for seasonal employee cohorts
- ☐ Ensure awareness of the Welcome Guide and its accessibility to the community
- ☐ Support ED with the management of the new downtown commercial rental units
- ☐ Facilitate special projects that pertain to the Investment Attraction portfolio as necessary
- ☐ Monitor and update areas of the Golden CED website pertaining to Investment Attraction portfolio
- ☐ Attend meetings as required
- ☐ Provide monthly reporting on activities
- ☐ Work collaboratively with the Golden CED Team and community partners

**Please note:**

This position offers a flexible schedule but might infrequently require you to attend some evening or weekend events.

While some work from home days are possible, this is not a remote position. The ideal candidate will live in Golden or Area A and be committed to building long term relationships with our community partners and residents.

We are a non-profit society with annual funding contracts. Employment contracts are on a one year basis unless otherwise stated.

The position is anticipated to start as soon as possible. Applications will be accepted until a suitable candidate has been selected.

Please send any questions and/or your resume and cover letter to:

Jill Dewtie, Executive Director      Email: [jill@goldenced.ca](mailto:jill@goldenced.ca)