



## JOB DESCRIPTION

<b>Position:</b> Council Projects Initiatives Coordinator	<b>Status:</b> Full-Time Term – 18 months
<b>Department:</b> Corporate Services	<b>Classification:</b> Exempt
<b>Effective date:</b> June 2017	

## GENERAL ACCOUNTABILITY

Reporting to the City Manager, this position will perform a variety of functions such as research, analysis, and development and delivery of programs for the City of Quesnel with a focus on council initiatives. The scope of the position requires collaboration, confidentiality, creative thinking, and analysis. The Coordinator will need to work productively, contribute ideas, and represent the City of Quesnel in a professional manner in dealing with persons within and outside the organization for the promotion and advocacy of council initiatives.

## Duties and Responsibilities:

- Coordinate a wide variety of projects and activities coming from new council initiatives.
- Develop and deliver educational programs for business on project related themes.
- Using Quesnel’s brand, coordinate the development of promotional materials, including print brochures, social media campaigns and video.
- Develop and deliver a series of networking events for professionals and new families in Quesnel.
- Collaborate with a regional team to develop and deliver a tourism marketing platform.
- Develop project based metrics and report on success.
- Research funding opportunities and assist with grant writing and reporting.
- Performs other related duties, as assigned

## Required Qualifications

### Education and Experience

- Post-secondary diploma with a focus in Business, Economics, Marketing, Commerce or a related discipline; or an equivalent combination of education, training and experience
- Project management experience
- Experience working with small business
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint

- Demonstrated experience in professional writing, preferably with some experience in grant-writing
- Creativity with a vision for growth
- Candidate must possess a valid class 5 Driver's License. *Travel may be required*

### **Knowledge**

- Knowledge of the community, the region, related opportunities and challenges
- Tourism and/or marketing experience an asset
- An understanding of economic development
- A commitment to advance forward-looking strategies within the marketplace

### **Skills and Abilities**

- A self starter, with the ability to commence projects and see them through to completion.
- Ability to work independently and as part of a team
- Ability to manage time effectively with competing priorities
- Creative thinker combined with the ability to research issues.
- Excellent written/oral communication and presentation skills
- Ability to attend and conduct presentations
- Strong written and verbal skills to communicate with all levels of employees and third-parties.
- Demonstrated ability to work in a deadline orientated environment and to work with minimal supervision
- Developing effective interpersonal relationships with a variety of people
- Adaptable and is flexible to meet changing work needs and demands

This position will require flexible hours that may include evenings and weekends for the promotion of council initiatives, assisting with presentations, attending work related functions.

The term of this position may be extended at the end of 18 months, subject to grants received and council approval.