

Locations: City of Greenwood and the Village of Midway, BC. (Hybrid may be available)

Hours: 30-35 hours per week

Compensation: Range \$62,000-\$71,000 annually

Application Deadline: July 4, 2025 or until a suitable candidate is found.

Please apply by email to: sarah@boundarycf.com

We are seeking a dynamic, self-motivated **Economic Development Officer** to drive strategic initiatives and enhance the economic vibrancy of the City of Greenwood and the Village of Midway. This unique role splits time equally between the communities, offering an opportunity to make a significant impact in two charming, close-knit municipalities in the Kootenay Boundary region. The ideal candidate will identify grant opportunities, prepare shovel ready projects, and work on the current economic diversification plans currently in place for the region.

This position is a 2-year position through funding provided by the Rural Economic Diversification & Infrastructure Program (REDIP) from the Province of BC to the Regional District Kootenay-Boundary. The position will report to Community Futures Boundary while working closely with staff in both municipalities.

Qualifications

Preference to applicants that have a bachelor's degree in a relevant field, and a minimum 2 years' experience in community economic development. **An equivalent combination of education and/or experience may be considered.**

Knowledge and experience with grant research, writing proposals, and managing reports.

Proven ability to work independently and manage multiple priorities. Excellent interpersonal, communication, and organizational skills. Familiarity with working in or with small communities and nonprofit organizations is an asset.

A valid Class 5 Driver's Licence is also required.

Key Responsibilities

Help move forward the Midway & Boundary Economic Diversification plans.

Grant and Funding Acquisition:

Proactively research, identify, and apply for grants, funding opportunities, and partnerships to support economic and community development projects.

Develop detailed, compelling grant applications tailored to community needs.

Collaboration and Partnership Building:

Work closely with multiple nonprofit organizations, local governments, and community stakeholders.

Foster relationships with regional, provincial, and federal partners to advance community goals.

Project Development and Management:

Identify and prepare projects to be "shovel-ready" for future funding opportunities.

Coordinate feasibility studies, cost estimates, and necessary approvals to advance projects efficiently.

Community Engagement and Support:

Facilitate community consultations to align initiatives with local priorities.

Promote local economic growth through small business support, tourism development, and other innovative strategies.

Self-Directed Planning:

Independently manage tasks and priorities to ensure timely completion of projects.

Provide regular updates to both municipalities on progress and outcomes.

Notes:

We encourage any applicants with an interest in the role to apply. Should the position not be filled as is, it may be re-structured to accommodate more applicants.

Hybrid work – Time within each community will be required. Work space will be available in Grand Forks, Greenwood and Midway. Remote work may be available during some periods – subject to approval.