

BUSINESS DEVELOPMENT COORDINATOR

(Competition #18-019)

The City of Cranbrook is located in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, in close proximity to Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay with a trading base of approximately 70,000. Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

The City of Cranbrook is recruiting for the position of Business Development Coordinator. The incumbent will be responsible for developing and implementing economic strategies that retain, attract and grow business development. The position is responsible for the promotion of business and branding through effective communication and interaction with existing and new businesses, inter-municipal entities, and industry organizations.

The qualifications for this position include:

Education: College or University Degree in Commerce, Economics or related field (Business or Public Administration)

Experience: Minimum 5 years combined experience in Economic Development, marketing and public relations.

Specific Skills: Proven record in facilitating/achieving new business development and business retention in a municipal setting or related discipline; Demonstrated exceptional communications, public relations; Proactive sales and marketing skills; Assertion and persistency to achieve goals.

Interested applicants are requested to submit a resume and a 1-2 page cover letter which includes answers to the following questions:

1. Why are you interested in working with us?
2. Describe your ability to build partnerships that advance the community's economic development performance.
3. Why do you think you will be successful in this role?

Applications will be received up to **4:00 pm local time, Friday, June 22, 2018** and should be addressed to:

Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8
E-mail: hr@cranbrook.ca (*Submissions in Word or .pdf format only*)

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for an interview will be contacted.