



**DISCOVER. GROW. BELONG.**

**Job Opportunity  
Economic Development Officer  
Full-Time Position**

**Job Title:** Economic Development Officer  
**Reports to:** Town of Carberry CAO  
**Salary Range:** \$30 - \$35/hour, dependent on qualifications and experience  
**Hours of Work:** 37.5 hours per week: Monday to Friday, 8:00 am to 4:30 pm  
**Location:** Carberry, MB

***Help Shape the Future of Our Community***

The Town of Carberry is seeking an enthusiastic and motivated Economic Development Officer (EDO) to lead initiatives that support economic growth, business development, housing attraction, tourism promotion, and community revitalization. Reporting directly to the Chief Administrative Officer, this position plays a key role in building a vibrant, sustainable, and prosperous community.

**Key Responsibilities:**

As the Town's economic development professional, you will:

- Lead economic development strategies and initiatives that support business growth and investment attraction.
- Build strong relationships with local businesses, developers, investors, and community partners.
- Research and pursue grant opportunities to support community, housing, tourism, and infrastructure projects.
- Support housing development and workforce attraction initiatives.
- Promote Carberry as a great place to live, work, invest, and visit.
- Coordinate community marketing, tourism, beautification, and special projects.
- Collect and analyze data to measure economic growth and community development outcomes.
- Serve as the Senior Election Official and coordinate municipal elections.

**Qualifications:**

The ideal candidate will have:

- Post-secondary education in Economic Development, Business Administration, Community Development, Planning, Public Administration, Marketing, or a related field.
- Experience in economic development, business development, municipal administration, planning, or a related area.
- Strong communication, relationship-building, and project management skills.
- Experience with grant writing and administration (considered an asset).
- Knowledge of municipal government operations and economic development principles.



- A valid driver's license and the ability to travel as required.
- EDAC certification, or a willingness to obtain certification, is considered an asset

### **Why Join the Town of Carberry?**

- Opportunity to make a meaningful impact on the growth and future of a thriving rural community.
- Diverse and engaging work that connects with businesses, residents, developers, and community organizations.
- Competitive salary and a collaborative team environment.
- Professional development opportunities and support for continued learning.

### **Application Instructions:**

To apply, please submit your resume along with three references and cover letter outlining your qualifications and relevant experience to the undersigned. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information, or to apply, please contact:

Teresa McConnell, CMMA  
CAO, Town of Carberry  
204-834-6602  
[cao@townofcarberry.ca](mailto:cao@townofcarberry.ca).

*This competition is open to all interested applicants; however, additional consideration will be given to current employees of the Town of Carberry.*

**Applications will be accepted until the position is filled.**