



EMPLOYMENT OPPORTUNITY

LANDS/ECONOMIC DEVELOPMENT OFFICER

The Hamlet of Enterprise is accepting applications for the position of **Lands/Economic Development Officer**. Under the direction of the Finance Manager, the Lands/Economic Development Officer is responsible for coordinating and implementing the land administration and property development programs and projects within Enterprise, and promoting economic growth in Enterprise by providing a supportive environment in which diversified and creative economic activity can happen in collaboration with community and regional partners.

RESPONSIBILITIES

1. Maintain accurate and up-to-date Land records files.
2. Assist with disposal of Hamlet land for sale.
3. Assist with processing development permits.
4. Assist in developing and implementing an Economic Development Strategic Plan.
5. Research and apply for funding.
6. Act as a liaison.
7. Other duties, as required.

THE IDEAL CANDIDATE WILL POSSESS:

- A degree in Economic Development, Business Administration, Public Administration, Economics, or Planning, a degree or certificate in Lands Administration, and a minimum of 3 years relevant experience within the field of economic development and Lands Administration. Equivalencies will be considered.
- Proficiency in the use of current information technologies
- A good understanding of relevant legislation, policies, procedures, and rules
- Excellent leadership, problem solving, interpersonal, and communications skills
- A positive record of working effectively with the public
- Cultural awareness and sensitivity
- First Aid/CPR training and a Class 5 Driver's license

The successful candidate will receive a competitive salary based on qualifications and will need to submit a Criminal Records check as a prerequisite. The compensation package for this position includes benefits and allowances.

This position will remain open until a successful applicant is found.

We sincerely thank all interested applicants, however only those selected for an interview will be contacted. Interested applicants are invited to submit their resume and cover letter by mail, email, or fax in confidence to:

Mailing address: Hamlet of Enterprise
526 Robin Road
Enterprise, NT
X0E 0R1

Email: sao@enterprise-nt.ca

Fax: (867) 984-3400