



## Regional District of Bulkley-Nechako Economic Development Assistant

The Economic Development Assistant will support grant writing services, economic development projects and initiatives, corporate communications, and entrepreneurship events. Administrative duties will include research, information compilation, communication with local government officials and the public, and coordination of projects.

### **Responsibilities and Duties:**

- Writing funding proposals for Not-for-Profit Organizations and the RDBN.
- Maintaining and updating the department's Image Bank, Statistical Data Warehouse, Social Media accounts, Online subscriptions, and Websites.
- Planning and promoting economic development projects and events hosted by the Regional District of Bulkley-Nechako and partner organizations.
- Assisting with corporate communication processes.
- Researching and compiling information.
- Maintaining and updating records and files.
- Building relationships with the residents, organizations, and businesses in the region.
- Other related duties as required.

### **Skills and Qualifications:**

- Thoroughness and persistence in follow up.
- Good working knowledge of social media and website platforms.
- The ability to effectively present information verbally and in writing and to respond to questions from staff, government officials, and the public.
- Exemplary business English, spelling, and punctuation.
- Excellent Computer Skills, including proficiencies in internet research, social media management, and Microsoft Office applications such as Access, Word, and Excel.
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to work individually and as part of a team.
- Passion and concern for the region and knowledge and understanding of individual communities.
- Ability to independently travel within the region as required.

### **Education:**

- Minimum Grade 12 Education.
- Post-secondary Education preferred in Economic Development, Business Communications, or a related field.
- Must possess a valid BC Driver's License.



Resumes will be accepted until 4:30 pm, Friday, September 2, 2022, and should be addressed to:  
Nellie Davis, Manager of Regional Economic Development  
Subject Line: Economic Development Assistant  
Email: [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)  
Mail: PO Box 820, Burns Lake, BC V0J 1E0