



East Algoma Est

Community Futures Development Corporation
Société d'aide au développement des collectivités

Assistant Director

JOB SUMMARY

Reporting to the Executive Director, the Assistant Director provides support and expertise to the Executive Director and the Board of Directors with respect to community and economic development for the region of East Algoma.

The Assistant Director will play an integral role in managing strategic projects and programs undertaken by the Corporation such as: marketing initiatives, coordinating and responding to investment inquiries, processing grant and loan applications, capital project management and community and stakeholder relations.

Qualifications:

- Superior interpersonal, negotiation and communication skills for dealing with business clients and the general public
- Experience in the assessment of start-up and management of small/medium size businesses
- Post-secondary education in community economic development an asset
- Knowledge of accounting practices and financial analysis skills
- Experience in designing and implementing strategic plans
- Ability to communicate in both official languages is an asset
- Valid driver's licence and willingness to travel within catchment area

Please contact the office for a full job description.

Applications will be accepted until February 16, 2024.

Qualified individuals must be bondable and are invited to submit applications to:
General Manager, East Algoma Community Futures Development Corporation,
PO Box 398, Blind River, ON P0R 1B0 or email applications to:
info@eastalgomacfdc.ca

Note: We thank all applicants for their interest in this position; however only those persons selected for interviews will be contacted.