



Municipality of Hastings Highlands  
CONSULTANT CONTRACT OPPORTUNITY  
DESCRIPTION

**CONTRACT POSITION: Business Retention and Expansion Implementation (BR+E) Coordinator and Economic Development/Tourism Strategy Leader**

**POSITION SUMMARY:**

Under the direction of CAO/Clerk this person shall carry out activities needed to refine, prioritize and begin implementation of the top recommendations from the Hastings Highlands BR+E survey, the First Impressions Community Exchange and the Tourism Brainstorming workshop; and draft an economic development and tourism strategy tailored to our municipality.

**POSITION DESCRIPTION:**

BR+E Implementation Coordinator

Based on recommendations from the BR+E survey, First Impressions Community Exchange and the Tourism Brainstorming workshop

(please see [http://hastingshighlands.ca/eco\\_dev.php](http://hastingshighlands.ca/eco_dev.php)):

• *Short-term Action Items:*

- Work with Hastings Highlands' municipal staff, Councillors, business leaders and the public to synthesize and identify the most important, realistic and attainable action items to implement in the next 18 months.
- Research and develop task, schedule and cost activities for each action item.
- Communicate the implementation plan to Council and the public.
- Identify funding sources for each short-term action item
- Apply to relevant funding sources.

• *Long-term Action Items:*

- Identify potential action item possibilities to be implemented over the following 3 – 5 years

Economic Development/Tourism Leader

- In consultation with staff and Council, identify and recruit a group of key personnel and community leaders to advise on developing an economic development and tourism strategy for Hastings Highlands.
- Draft an Economic Development and Tourism vision, mission, principles and strategy for Hastings Highlands.
- Communicate the final version to Council and the public.

**POSITION QUALIFICATIONS:**

- University degree or college diploma **and** professional experience in economic, business and/or community development or equivalent experience.
- Skilled in networking, community engagement and consensus decision-making.
- Expert at group dynamics, team leadership and meeting management.
- Ability to absorb new ideas and concepts, and synthesize them quickly, ensuring they are clearly communicated to an audience and in reports.
- Demonstrated expertise in written and oral public information, communications, press relations and grant writing.
- Energetic, self-motivated, and results-oriented with good time management skills.
- Proven project management and budget skills.
- General understanding of and ability to work with municipal Council and administration.
- Computer proficiency in Microsoft Office Suite and social media.
- Strong morals and ethics, along with a commitment to privacy.
- A well-defined sense of diplomacy,
- Politically and culturally sensitive.

**CONTRACT CONDITIONS:**

- Short term consulting contract with performance standards.
- Duration not to exceed 12 months
- Price of \$50,000 + mileage
- Home office; some travel required

**APPLICATION PROCESS:**

- March 14, position announced in newspaper, and informational letters sent to appropriate persons and networks. Ask applicants to submit letter of interest plus resume by March 28.
- Municipality will review and invite a select few to compete based on a submitted performance plan.
- Municipality will evaluate the plans and select the ideal candidate.