



### **Economic & Community Development Officer**

The Sparks Street Business Improvement Area & Sparks Street Mall Authority is seeking a full-time Economic & Community Development Officer. The ideal candidate has a proven record of accomplishment creating positive economic and organizational growth. They love downtown Ottawa and are interested in making it a desirable place to live, work and play.

Reporting to the Executive Director and working in a small team, the Economic & Community Development Officer will develop and apply strategies to meet the goals of the organization.

#### **Responsibilities include:**

- Understanding of the organization requirements, target audiences, and strategic goals of the Sparks Street Business Improvement Area and Sparks Street Mall Authority and their roles in downtown Ottawa
- Co-lead with the Executive Director, the expansion of the SSBIA's trade area in 2024 and 2025
- Develop and manage a leasing support program with the aim of increasing street level occupancy on Sparks Street and in downtown Ottawa
- Prepare reports, research papers, educational texts, or articles
- Design market research questionnaires
- Develop and maintain effective communication with property and business owners/managers using various communication tools including newsletters, blog posts, and in person meetings
- Aid with the development and execution of new initiatives to achieve membership goals
- Identify strategic partnership and business development opportunities
- Increase member engagement through planning and promoting outreach events, member spotlights, etc.
- composition of agendas, minutes, and reports to ensure organizational compliance for the boards of the Sparks Street Business Improvement Area and Sparks Street Mall Authority
- Source and negotiate with contractors, vendors, and third-party suppliers
- Perform other related duties as assigned

#### **Requirements:**

- Post-secondary diploma/degree in a relevant field of study (business, communications, member-based organizations, property leasing/management etc.) or a combination of equivalent education, job-related training and/or experience
- Minimum 2-3 years recent and relevant work experience
- Intermediate+ proficiency in Office 365 (Word, Excel, PowerPoint, and Outlook)
- Outstanding verbal and written communication skills and proven negotiation ability
- Excellent organizational skills, meticulous, able to multi-task, and prioritize as necessary
- A collaborator with initiative-taking leadership skills
- Excellent people skills, with an ability to manage demanding situations with tact and diplomacy
- An interest in making downtown Ottawa a better place for all

- Hybrid Work environment. Onsite three to five days a week depending on duties required at that time
- Accountable, ethical, and trustworthy; must be able to maintain a high degree of confidentiality
- Languages – English oral, reading and writing. Working knowledge of French is considered an asset.
- Demonstrated skills and capabilities in analytical and critical thinking

This is a Full-Time salaried position requiring occasional evening and weekend availability. Salary based experience and skill set. Health benefits offered after completion of three-month probation period.

**Compensation Package:**

- Full-time permanent position, 37.5 hours a week, starting immediately.
- \$65,000 to \$72,000 salary range based on successful candidates' knowledge and experience.
- Comprehensive Group Benefits Package (upon completion of three-month probation).
- RRSP matching program (upon completion of three-month probation).
- 37.5-hour work week with occasional evening and weekends required. Flexible working hours.
- Opportunity to travel in Canada.
- Ongoing training

To apply, please send resume and cover letter by email to Executive Director, Kevin McHale: [kevin@sparkslive.com](mailto:kevin@sparkslive.com). Include the subject line: **“Economic & Community Development Officer”**

We thank all applicants for their interest but only those selected for an interview will be contacted.