ARE YOU PASSIONATE ABOUT BUILDING STRONG COMMUNITIES, SUPPORTING LOCAL BUSINESS AND CREATING OPPORTUNITES FOR GROWTH?

MAKE OXBOW YOUR NEXT CHAPTER

JOIN THE TOWN OF OXBOW AS OUR COMMUNITY DEVELOPMENT OFFICER

The Town of Oxbow is seeking an enthusiastic, motivated and community-minded individual to join our administrative team as a Community Development Officer (CDO).

This is an exciting opportunity for someone who enjoys working with people, developing partnerships, coordinating projects and turning ideas into initiatives that make a meaningful difference in a community.

$53,000 - $66,000 + benefits + pension

Oxbow, Saskatchewan | Full-Time

Come to work in a community where people know their neighbours, where community involvement matters, where the outdoors is right outside your door, and where you can see the results of your work every day.

As the CDO, you won't be just another employee in a large organization. You will be a key member of the Town's administrative team and an important part of the community. This is a varied and engaging position with opportunities to develop new initiatives.

Reporting to the Chief Administrative Officer, the Community Development Officer will play an important role in advancing Oxbow's community and economic development priorities.

The successful candidate will work with local businesses, community organizations, volunteers, municipal departments and regional partners to promote growth, strengthen community connections and enhance the quality of life in Oxbow.

THE PERSON WE'RE LOOKING FOR

We are looking for someone who:

- Has education or experience in community development, economic development, business administration, public administration, tourism or a related field.
- Has strong organizational, communication and project management skills.
- Is comfortable working with businesses, volunteers, community organizations and government partners.
- Has experience with grant writing, funding applications and project coordination.
- Is self-motivated, resourceful and able to work independently.
- Can manage multiple priorities while maintaining attention to detail.
- Has strong computer skills, including Microsoft Office, website management and social media.
- Demonstrates professionalism, sound judgment and a positive, collaborative attitude.
- Has flexibility and can manage multiple projects simultaneously and the capacity to balance administrative responsibilities with community-facing activities.

WHAT YOU'LL DO

Your key responsibilities will include:

<u>Community Development and Recreation</u>

- Provide administrative and coordination support to the Oxbow & District Recreation Board.
- Support recreation facilities, programs, committees and volunteer initiatives.
- Administer recreation grants and support registration systems.
- Develop initiatives that enhance community participation and quality of life.

Economic and Business Development

- Serve as a municipal contact for prospective businesses, investors and developers.
- Build relationships with existing businesses and support business retention and expansion.
- Promote Oxbow as a desirable place to live, work and invest.
- Identify opportunities for business attraction and economic growth.
- Assist with residential, commercial and industrial development initiatives.
- Promote available development opportunities and housing options.
- Research community growth opportunities and potential municipal incentives.

Grants and Project Development

- Research, prepare and administer grant applications.
- Coordinate community and municipal development projects.
- Assist organizations with funding opportunities.
- Develop partnerships with regional organizations and government agencies.

Communications and Community Engagement

- Manage the Town's website, social media and community information channels.
- Promote local businesses, organizations, events and community initiatives.
- Coordinate community events and volunteer recognition activities.
- Support tourism, heritage and regional promotional initiatives.

Oxbow offers the best of small-town affordable living with many of the amenities people look for in a place to call home. The community has a K–12 school, hospital and medical services, local businesses, recreational facilities and a strong network of community organizations and volunteers.

Oxbow is surrounded by the natural beauty of the Souris Valley, with opportunities for camping, fishing, boating, hiking, sports and other outdoor activities.

READY FOR YOUR NEXT OPPORTUNITY? APPLY TODAY!

Please submit your resume and cover letter to:

Town of Oxbow
Attn: CAO
319 Main Street
Box 149
Oxbow, SK S0C 2B0
Email: administrator@oxbow.ca

Applications will be accepted until the position is filled.

The Town of Oxbow thanks all applicants for their interest; however, only those selected for an interview will be contacted.