

# **Employment Opportunity**

## **Town of Indian Head - Community Development Officer**

The Town of Indian Head invites applications for the position of Community Development Officer. The Community Development Officer is a management position that is responsible for municipal communication, special event planning, business development, recreation management, property management, Town website management and overall community promotion. The Community Development Officer must be entrepreneurial, energetic, well organized and be able to work independently. Excellent verbal and written communication skills are essential.

The successful applicant will have strengths in leadership and planning, the ability to establish effective working relationships with Town Council, staff, local businesses, community organizations and the general public. The successful applicant will also have a diploma or degree in sport, culture, recreation, or community development, and/or a strong combination of related training and experience.

The position is directly responsible to the Town Administrator under direction of Town Council and will be responsible for providing direction to and taking direction from the Community Development Committee.

Please submit resume, cover letter and three references by noon on Monday September 17, 2018 to: Community Development Office, Box 361, Indian Head, SK. S0G 2K0 or [indianheadcdc@sasktel.net](mailto:indianheadcdc@sasktel.net).

A full job description is available upon request.  
Salary range is \$40,000 – \$60,000

We thank all applicants, but only those selected for an interviewed will be contacted.

Inquiries:  
Community Development Office  
306-695-2742  
[indianheadcdc@sasktel.net](mailto:indianheadcdc@sasktel.net)  
P.O. Box 361, Indian Head, SK S0G 2K0