



Community and Business Development Project Officer(s)

New West Opportunities Inc. – Edmonton, AB

Job Description

Category: Front-Line Community and Business Development Project Support and Mentoring

Locations: Up to 5 position(s) based in Edmonton AB, Canada. Ongoing/pending project assignments located primarily in several larger urban centers in the U.S.

NOTE: Quoted salary range is in U.S. dollars (USD).

Title: Community and Business Development Project Officer(s)

Job ID: 2018-1006

Job Status: Permanent, Full Time

Job Summary:

New West Opportunities Inc. (NWO) is a cross-border Canada-U.S. Community Development and Business Strategy consulting firm, established and headquartered in Edmonton AB, Canada. The firm currently has 65 Partners and Associates and 19 research and project/client support staff – located in 10 major regional business centers across North America.

NWO offers a full range of in-house research, analysis, strategy development and business strategy execution services to both its public and private sector clients. NWO's experience, expertise and technical competencies are fully reflected in each of the firm's six practice group areas (please see NWOpportunities.com).

NWO's Community and Economic Development and Communications, Consultation and Engagement were the first two practice groups established by the firm, and remain our largest in terms of staff complement and year-over-year project work.

It is in these two practice group areas that we are seeking to both expand and diversify our capacity to deliver ongoing value to our existing and growing client base...once again, across North America.

Responsibilities:

- Provide front-line, team-oriented and results-driven leadership in successfully delivering on all partnered community and economic development project activity (i.e., business start-ups, small business development and expansion, business mentoring/counselling programming, etc.).
- Successfully implement and deliver on identified and/or future projects that build, develop and nurture community capacities, entrepreneurial skill sets, and community business development and service capacities.

- Maintain, mentor and build internal leadership and reporting capacities related to project development, operational results and future project screening and assessment...and benchmark these results against defined and/or forecast budgetary and partner KPIs for each project.
- Develop plans and processes to facilitate continuous improvement in business and operations KPIs, specifically to allow operations to become more effective and efficient and, furthermore, to support and build internal partner/community capacities.

Job Requirements:

- 5-7 or more years of comparable experience in a fast-paced, results-driven community and economic development leadership role.
- A post-secondary degree in either Commerce or the Social Sciences (e.g., B.A., Business and Economics) is preferred. A mix of comparable post-secondary education and/or relevant work experience will also be considered.
- Experience and demonstrated expertise in improving operational effectiveness and efficiencies, and executing on strategic community and business development goals and strategies.
- Strong analytical and problem-solving skills in applying a methodological approach to joint, collaborative problem resolution and project execution.
- Demonstrated budget expertise and financial control skills within a multi-community, regional project structure.
- Demonstrated leadership skills, with a proven track record of team-building and collaboration, coaching/mentoring, all within a rich and diverse multi-cultural environment.
- Demonstrated change management skills and the ability to develop strong, respectful and trusting personal relationships with all partner organizations and community groups.

Bottom Line: We are looking for community and economic development "entrepreneurs" with the requisite technical skills, experience and expertise...and with a receptiveness and "all-in" comfort level in working collaboratively and productively in fast-paced, often-challenging, multi-tasking community environments.

Specific Job-Related Requirements:

- Post-secondary Degree, Certificate or Diploma in either Commerce or the Social Sciences (e.g., BA, Business and Economics), or a relevant and comparable mix of education and work experience required.
- Extensive travel may be required.
- Driver's License required.
- Ability to work a flexible, travel-dependent rotational schedule, as required.
- A working knowledge of Spanish would be a definite asset.
- Salary and benefits commensurate with experience and qualifications.
- Travel and accommodation, in addition to out-of-country health insurance, fully covered for all project-related activity.

- **Application Deadline: October 31, 2018.**
- **Start Date: January 1, 2019.**
- **Applications to this job/career posting through Indeed.ca ONLY.**

New West Opportunities Inc. (NWO) is an equal opportunity employer and is extremely proud of the diversity of its workforce and the many talents, abilities and creative (innovative) perspectives our team brings to the job each and every day.

We appreciate the time you have taken to review this job/career posting. Please note that only successful applicants will be contacted going forward.

Thank you again for your interest!

Job Types: Full-time, Permanent

Salary: \$77,500.00 to \$112,500.00/year