



# TOWN OF NIPAWIN

## EMPLOYMENT OPPORTUNITY

### ECONOMIC & TOURISM DEVELOPMENT OFFICER

The Town of Nipawin is seeking an Economic & Tourism Development Officer to provide business development services and tourism leadership for our community. Nipawin is a progressive, forward thinking, and beautiful destination community with the Mayor, Council, and staff working hard for the benefit of the community, its residents and business industry sectors.

The incumbent reports directly to the Chief Administrative Officer and is responsible for marketing and promotion of the town of Nipawin as a destination and the planning and management of business development strategies impacting the Town of Nipawin. The incumbent also provides market research, analysis, business-related planning and tourism services for tourism related businesses, and will collect, analyze and report findings and help develop tourism profiles of the Nipawin market.

The applicant must possess excellent communication and public relations skills, and must have a strong background in economic development and tourism services with several years of experience. A detailed job description may be obtained by contacting the Town of Nipawin office at (306) 862-9866, or by accessing it on our town website at [www.nipawin.com](http://www.nipawin.com).

The preferred applicant will be required to satisfactorily complete a name-based criminal records check prior to beginning employment. Negative results from this criminal record check may dictate that the applicant must then satisfactorily complete a fingerprint-based criminal record prior to beginning employment.

Please submit a detailed resume, complete with a cover letter and including appropriate references, to the following. This position will remain open until filled.

TOWN OF NIPAWIN

Attn. Barry Elliott, Chief Administrative Officer  
P.O. Box 2134  
Nipawin, SK S0E 1E0  
Phone: 306-862-9866  
Email: [b.elliott@nipawin.com](mailto:b.elliott@nipawin.com)

We appreciate the interest of all applicants; however only those selected for interviews will be contacted.