



## **CITY OF BATHURST**

### **EMPLOYMENT OPPORTUNITY**

The City of Bathurst, New Brunswick, is seeking a highly motivated individual to fill the position of:

#### **DOWNTOWN BATHURST REVITALIZATION CORPORATION COORDINATOR**

**Duties:** The successful applicant will be responsible for the management and performance of all of the duties as described in the Business Improvement Area Act including promotion of the Business Improvement Areas as a business and shopping center. Improve, enhance, beautify and maintain municipal owned land, buildings and structures in the Business Improvement Area. Perform administration and office work. Plan, coordinate and execute events on behalf of the DBRC. Work with the City's Economic Development Manager.

#### **Required Education and Experience:**

Minimum qualifications include an undergraduate degree in Marketing or Business or equivalent work experience. Excellent communication skills in both official languages. Proficiency in Microsoft Office and Windows. Excellent management and organizational skills. Possession of a valid NB driver's license is required.

**Salary Range:** \$32,000 - \$34,000

Qualified and interested candidates are invited to submit their resume (in confidence) by **mail** or **e-mail** or **fax** no later than **Friday, March 21, 2014** to:

**Mr. Steven White  
President DBRC  
396 King Avenue  
Bathurst, N. B.  
E2A 1P3  
E-mail: [steven@hwil.ca](mailto:steven@hwil.ca)**

**Fax number: (506)548-9647**