



**JOB POSTING**  
**Executive Director, Downtown Truro Partnership**  
**Permanent, Full-Time Position**  
Posting Date: May 1, 2017  
Closing Date: May 15, 2017 at 4:00 pm

The Downtown Truro Partnership will receive applications for an **Executive Director**. This is a permanent full-time position.

This position requires an individual that is self-motivated, has excellent organizational skills, has a sincere interest in the Downtown Core, and enjoys working in a fast paced environment.

**Nature of Position:**

Reporting to the Board of Directors, the Executive Director is responsible for the successful leadership and management of the Downtown Truro Partnership (DTP), while adhering to the strategic direction and goals of the Board.

The Executive Director will be responsible for the day to day operations of the DTP and will provide support for the development, marketing, operational and financial aspects. The Executive Director will be instrumental in the development of activities and events, including marketing, branding and management of personnel. The Executive Director will actively and positively promote the DTP through social media platforms, marketing events and on-site business meetings with applicable stakeholders.

**Qualifications:**

Qualifications should include post-secondary education in Public Relations, Marketing, Business or a field related to the position, experience in project and program planning, experience in data research, experience in file management, proficient computer skills, specifically with Microsoft Office Suite, knowledge of community challenges and opportunities related to the mission of the Downtown Truro Partnership, demonstrated organizational skills; excellent customer service skills, the ability to work under pressure and meet deadlines. The successful applicant will be self-directing, innovative and have the flexibility to respond to a variety of functions simultaneously.

***A comprehensive job description can be found on the Town of Truro website ([www.truro.ca](http://www.truro.ca)) under the Employment section.***

**Working Conditions and Physical Environment:**

Applicant will work in an office setting but must be able to attend external meetings, visit job sites and be safety conscious at all times.

**Special Requirements:**

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

**Application Provisions:**

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Only applicants selected for an interview will be contacted.

**Start Date:** Tentative start date is May 29, 2017

**Salary:** In accordance with Downtown Truro Partnership approved salary range for the Executive Director

**Benefits:** The Downtown Truro Partnership offers a range of competitive benefits, including health, dental and pension.

**Closing Date for Applications:** May 15, 2017 at 4:00 pm

**Forward applications to:** c/o Tammy Hamlin, Human Resource Officer  
Town of Truro  
695 Prince Street  
Truro, NS B2N 1G5  
[jobs@truro.ca](mailto:jobs@truro.ca)