

ECONOMIC DEVELOPMENT OFFICER

Full-Time Permanent Role | Competition # 2021-ED01

Lac Ste. Anne County is seeking a qualified Economic Development Officer. Reporting to the CAO, the Economic Development Officer is responsible for the facilitation, development, and implementation of Lac Ste. Anne County's Economic Development Plan, business development within the County, and associated duties, including:

- Coordinating the County's Economic Development Plan and related activities.
- Assisting in preparing and implementing the County's Strategic Plan and economic development strategies, in consultation with other departments, business stakeholders, agencies, and non-profit organizations.
- Identifying and promoting opportunities to improve or expand County business and industry.
- Managing the annual budget for economic development, including invoice payment, request for proposals/quotes, and agreements.
- Assisting with business licensing within Lac Ste. Anne County.
- Advising senior management and County Council on matters related to economic development.
- Acting as Grant Coordinator, including the researching, reporting, and application to grants.
- Maintaining Economic Development files and reports, including accurate and relevant demographics, statistics, and inventory of available commercial/ industrial land and buildings.
- Coordinating and developing strategic partnerships to deliver programs and initiatives, while acting as a liaison between local organizations, businesses, individuals, representatives of government, and industry to develop and promote local businesses.

Job Requirements

- Post-secondary education in a related field (Business Administration, Economic Development, Communications, Marketing, Economics).
- Minimum of 3-5 years relevant and related experience in economic development, tourism, and/or cultural planning. Experience in a rural municipality is preferred.
- Strong customer relation skills and experience working with a broad range of community groups, organizations, and the general public is required.
- Must possess and maintain a valid Alberta Operator's License.
- Computer literate with proficiency in Microsoft Office programs and other industry-specific applications.
- Excellent communication (oral and written) and interpersonal skills, including the ability to clearly communicate complex and technical information.
- Must possess and apply honesty, diplomacy, and cultural awareness and sensitivity.
- Ability to build and maintain effective professional relationships with public and private organizations.
- Attention to detail, solid problem solving, and advanced analytical and research skills.
- Strong initiative and leadership qualities

Salary: Competitive salary, commensurate with experience
Benefits: Full benefits package available, including an Earned Days Off program
Hours of Work: Monday to Friday 8:30am to 4:30pm, based on 35 hours per week
Closing Date: Posting will remain open until position is filled

Interested applicants are asked to submit a resume by email quoting Competition # 2021-ED01 to Kathryn Kerr at kathryn@rfconsulting.ca.

The County thanks all applicants in advance for their interest in the above position; however, only those selected for an interview will be contacted.