



**EMPLOYMENT OPPORTUNITY  
Economic Development Assistant  
Permanent Full-Time  
Job #21-019**

If you enjoy a fast-paced, progressive work environment and have a passion for serving the local community - then this may be the opportunity for you! We believe that our values of diversity, collaboration, innovation and mutual respect bring out the best in our team, and are currently accepting resumes for a permanent full-time Economic Development Assistant.

Key duties will include:

- Provide administrative support for the Economic Development Officer, Economic Development Committee, and Whitecourt Tourism Committee.
- Responsible for preparing rooms, scheduling meetings, preparing agendas, recording minutes, and preparing correspondence as required.
- Work with, provide assistance to, and promote local groups and major events.
- Coordinate projects and initiatives as per the Strategic Plans, under the direction of the Economic Development Officer.
- Ensure annual Economic Development and Tourism reports / information packages are kept up to date and copies are circulated or available as needed.
- Conduct research for various projects, prepare reports, and provide analysis of potential economic growth indicators and trends as required.
- Coordinate marketing strategies to enhance the department through a variety of avenues including, but not limited, to brochures, paid advertising, and social media platforms.

The successful candidate will work as part of the Town's Administrative team and will possess the following qualifications:

- Related post-secondary certificate in Community Economic Development, Business Administration, or related field. An equivalent combination of education and experience directly related to economic or business development will also be considered.
- Excellent secretarial and clerical skills including proficiency in word processing, spreadsheet, and presentation software.
- Self motivated; well-developed interpersonal and communication skills; ability to multi task.
- Market research and/or data collection and analysis experience is an asset.
- Possession and maintenance of a valid driver's license.
- Proficiency in Adobe InDesign or other design software is an asset.

The Town of Whitecourt is committed to its employees and provides a competitive salary and first-rate benefits package. The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a driver's abstract, prior to being hired. Job description is available upon request.

If you feel that you have the qualifications and desire to be part of the Town Team, please submit your resume to the following address by 4:00 p.m. on Friday, June 4, 2021:

Town of Whitecourt  
Re: Job #21-019  
Box 509, 5004 – 52 Avenue  
Whitecourt, AB T7S 1N6  
Fax: 780-778-5179  
Email: [hr@whitecourt.ca](mailto:hr@whitecourt.ca)  
Attention: HR/Payroll Clerk

We thank all applicants for their submissions, however, only those interviewed will be contacted.