



Town of Innisfail Employment Opportunity

Economic Development Officer

Reporting to the Manager of Community Development Services, you will be responsible for leading the implementation of the Town's community economic development strategy, *Power of Place*. You will promote economic growth and tourism initiatives by providing a supportive environment and fostering diverse, creative activity in collaboration with community and regional partners.

Your key responsibilities will include:

- Implementing the *Power of Place* including working with committees and consultants, developing goals, timelines and actions plans to achieve the strategy.
- Working with the Innisfail and District Chamber of Commerce to encourage capacity building and coordinate mutual goals and objectives.
- Undertaking investment readiness assessments as needed to address gaps.
- Proactively pursuing grant-funding opportunities to fund projects and initiatives.
- Providing economic and business development information to interest groups, government, and others and respond to potential investment prospects.
- Preparing marketing materials, including economic and demographic statistics and indicators, and information on local businesses and services.
- Conducting research, draft reports and make presentations to Council and other groups.

You are an accomplished professional with keen understanding of community economic development, and a track record of creating growth while supporting business and community. You have:

- Demonstrated experience in supporting infrastructure development, community workforce development and community engagement.
- A strong communication skillset with the ability to develop and support powerful relationships both internal and external to the Town and at every level of the organization.
- Demonstrated experience in all components of grant submission including identifying opportunities and creating successful applications.
- Strong data analysis and reporting skills.
- Policy development expertise.
- Impeccable integrity, honesty, professionalism, and confidentiality.
- A post secondary degree in a related domain such as business or public administration, marketing, economics, or similar field of study.
- A minimum of 3 years recent and relevant experience in community economic development.
- Certification in economic development (EcD or CECD) and experience working in the municipal sector will be considered an asset.
- A valid Class 5 driver's license and ability to obtain a clear criminal record clearance.

The Town of Innisfail offers a competitive salary commensurate with experience and an excellent benefits package. Qualified applicants are invited to submit their resumes in confidence by 4:00 p.m. on **Monday, January 22, 2024**, to:

Town of Innisfail
Attention: Angèle Mullins – HR Consultant
Email: angele.mullins@activatehr.ca

We thank you for your application and interest in the Town of Innisfail. Please note only candidates selected for an interview will be contacted.