

## Economic Development Coordinator

**Job Type:** Permanent Full-Time

**Location:** Rocky View County, Alberta

**Minimum Hiring Rate:** \$81,957

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the over 40,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

### Position Summary

Under the direction of the Manager, Economic Development, the Economic Development Coordinator coordinates, supports, and facilitates work programs, initiatives, and activities for the department. This position directly supports the key work activities of the Manager, Economic Development. The Coordinator leads programs, such as the Chamber of Commerce and Business Association Grant Funding program, and collects, analyzes and presents economic information. This position also completes administrative process activities that align and support the work of the department.

### Core Accountabilities

#### Program Support

- Engage in the implementation of the Economic Development strategy which includes business attraction and retention, and expansion initiatives.
- Collect current economic development data and information from regional, provincial, national and international sources and prepare statistical reports for the department.
- Work collaboratively with the regional businesses within the County and acquire up to date qualitative and quantitative information.
- Analyze and assemble a wide range of industry specific economic development information to support investment attraction and business retention.
- Collaborate with preparing and presenting economic development information to a variety of internal and external stakeholders.
- Collaborate with others to develop high quality reports for a range of audiences, including senior leadership and Council.



## ROCKY VIEW COUNTY

- Respond to information requests from the public, business, and the industrial community.
- Maintain department records.

### Manager Support

- Organize, schedule, and support workshops, meetings, and business events, booking facilities or meeting rooms, ensuring catering and audio-visual availability, coordinating the agenda, and arranging for special requests.
- Arrange business development event registration, accommodation, travel, and payment as requested.
- Prepare correspondence, agendas, minutes, business notes, reports, or other material.
- Develop and maintain promotional materials, in coordination with the Communications & Engagement Department, including the economic development website content.
- Compile information and proof-read printed material.
- Prepare purchase orders, cheque requisitions, and invoices.
- Complete membership registration, renewals, and payments.
- Respond to or re-direct escalated inquiries to appropriate departments or staff and provide information to internal departments.

### Position Requirements

Ideally, a combination of five (5) years of related experience and completion of bachelor's degree (management or business administration) or equivalent.

- Ability to prioritize workload and competing demands.
- Current Class 5 driver's license.
- Proven ability to collect, process, and analyze data and information.
- Excellent writing and proof-reading skills.
- Possess a high degree of accuracy and professionalism in the preparation of correspondence and project work.
- Proficiency in MS Office Suite and other computer applications.
- Strong oral communication and customer service skills.
- Previous experience in a public sector environment and event planning would be assets.

*We thank applicants for their interest. Only those selected for an interview will be contacted.*

Applications can be submitted online at [www.rockyview.ca/careers](http://www.rockyview.ca/careers)

**Closing Date:** October 26, 2023 or until a suitable candidate is found.