

## Coordinator, Strategy

Calgary Economic Development (CED) is an opportunity-maker, helping to spark and fuel Calgary's growth. Our job is to connect people with resources that can help them grow their careers or businesses, thrive in new locations or markets, and feel at home in our community. We offer a wealth of information to help everyone succeed and we tirelessly promote Calgary, in Canada and around the world. We are exhilarated about our role in shaping and sharing Calgary's story and we're proud to be part of the energy.

### Job Summary

As part of Calgary Economic Development's Strategy team, The Coordinator, Strategy will support the development and implementation of Calgary Economic Development's corporate strategy, including its four-year corporate strategy and annual business plans.

This position will also support the Director, International & Intergovernmental Relations with key government relations and strategic alliances work as well as supporting collaboration between the Economic Intelligence and Business Development teams to develop and activate sector strategies and sector trends, opportunities, and risks.

### Key Responsibilities:

- Support the Manager, Strategy to facilitate the annual business planning process to develop Calgary Economic Development's corporate business plan and support the development of department business plans.
- Support the Manager, Strategy to facilitate the four-year corporate strategy process, in collaboration with the Finance team, to develop Calgary Economic Development's four-year corporate strategy.
- Develop presentations, reports and submissions for Calgary Economic Development's Senior Management Team, The Board, City Council, and other key stakeholders.
- Draft memos for key stakeholders including CED Staff and Board of Directors, City Council and the Mayor, and external partners, analyzing key government funding announcements, strategies, and key initiatives.
- Support the development of sector strategies for key sectors at Calgary Economic Development as well as the dissemination of sector trends, opportunities, and risks to key external partners, including but not limited to community partners, civic partners, Indigenous partners.
- Support the collection of feedback from external partners and share back with the Economic Intelligence and Business Development teams to refine and update sector strategies.
- Draft analyses of provincial and federal mandate letters, when released.
- Create and manage key event calendars related to government and community events.
- Develop and compile reporting on Calgary Economic Development's annual performance, with support from all departments.

- Support planning and hosting of government, industry and community roundtables.

### **Let's Talk About You**

You are purpose-driven and have a passion for our city. You are excited about the opportunity to drive the achievement of Calgary Economic Development's mandate to expand, retain and attract companies, people, and investment to Calgary for long-term economic success.

You are a strategic thinker and understand how ecosystems and partners work together. You are a policy and current events junkie with a solid foundation in communications. You are self-directed and willing to take initiative.

You roll up your sleeves to get the job done even when your day does not go quite as expected. You thrive in a complex and fluid environment with an ability to prioritize and deliver best in class work in the face of ambiguity.

### **Education:**

Bachelor's degree in relevant field of study (e.g., Public Relations, Political Science, Economics, Communications, Business Administration)

### **Experience:**

Minimum of 3- 4 years in a directly related area during which professional capability has been clearly demonstrated

Project Management Professional or related certification, Communication experience, Economic Development experience, Strategy experience and/or Government Relations experience would be an asset.

### **Key Competencies:**

- Strategy development: Experience executing on strategies, including coordinating, and collaborating with numerous stakeholders to achieve set outcomes
- Government Relations: An understanding of federal, provincial and municipal government structures, ways of working and policies
- Professional identity alignment: Able to represent CED's position and core values to external stakeholders and manage partnerships
- Strong written and verbal communication.
- Giving & receiving feedback.
- Ability to edit iterations of work product to create high-impact, high-quality outputs.
- Can re-prioritize work to deliver on priority items
- Experience with CRM Platforms

- Understanding of Data collection, Data analysis, Data presentation and insight communication
- Detail oriented
- Event planning & execution
- Strong problem-solving skills
- Expert user of Microsoft PowerPoint, Excel, and Word to execute on timely delivery of work product

### **What's In It For You?**

CED offers more than a competitive base salary to our employees. We have a comprehensive benefit plan that includes 100% employer paid benefit premiums, RRSP's, a health care spending account, and a generous vacation and flex time policy. We are committed to our employee's mental health and offer resilience training with Headversity, free counselling with an EAP program, in addition to paramedical coverage through our medical benefits plan.

CED encourages and supports life-long learning and professional development. Employees are encouraged to access up to \$2500 per year of funded professional development training opportunities. If you are looking for purpose driven work and are interested in joining us on our mission to diversify Calgary's economy, we invite you to apply.

### **EDI Commitment Statement:**

Calgary Economic Development celebrates diversity and is committed to advancing Equity, Diversity and Inclusion (EDI). Through EDI, we create a path to success for all our employees, where they have equal opportunity for advancement, have the voice to contribute to our collective growth and development and work in an inclusive environment.

We strongly believe in accessibility in the work we do and welcome requests to make the hiring process as accessible as possible. Accommodations are available for candidates on request during all aspects of the selection process. Please advise at any point and we will do our best to work with you to meet your needs.

Calgary Economic Development adheres to the Alberta Human Rights Code. We encourage applications from Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Please be aware that Calgary Economic Development is committed to having a safe work environment.

### **To Apply:**

Interested candidates should submit their cover letter and resume in confidence to: [calgaryeconomic.bamboohr.com/careers](https://calgaryeconomic.bamboohr.com/careers) by 9am, Tuesday September 5, 2023.

*We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.*