



EMPLOYMENT OPPORTUNITY



Economic Development Assistant - Clerk Typist II

Competition No. JP24-006

Internal/External Posting

Duration: Permanent Full Time
Manager: Economic Development Manager
Wage: \$28.62/hour plus benefits & pension
Hours of Work: 37.5hrs/week: Monday – Friday 8:00am – 4:30pm
Close Date: Open Until a Suitable Candidate is Found

POSITION SUMMARY:

The Economic Development Assistant position is responsible for stakeholder/public interaction, facilitating the AAIP program, and a variety of tasks related to economic development initiatives within the Town.

WORK ENVIRONMENT:

- Work is performed in the Town Administration Building. Off-site attendance at meetings and site inspections is required.

DUTIES AND RESPONSIBILITIES:

1. Assists the general public, business owners, candidates, and other stakeholders with Alberta Immigration Program (AAIP) and other workforce development programs.
 - Provide accurate, up to date information to candidates, business owners, HR departments and the public on the AAIP program and processes.
 - Collaborate with boards, community service groups, other partner communities and employers to provide training, resources and lead initiatives for community growth and collaboration.
 - Work with stakeholders to create and implement initiatives related to creating a welcoming and inclusive community.
 - Oversee, organize, and host weekly approval board meetings to present and approve candidates for local nomination.
 - Review and research submitted applications for accuracy and compliance to the program, as well as interview candidates and businesses as required.
 - Keep an updated list of businesses for sale in Town to connect to interested parties.
2. Prioritizes, organizes, and monitors processes to meet objectives.
 - Track economic development data for future growth planning.
 - Monitor and improve economic development processes.
 - Circulate documents for internal and external stakeholders for review and comment.
 - Complete projects/requests within stakeholder timeframes whenever possible.
3. Assists with Economic Development Projects and Initiatives.
 - Responsible for providing accurate economic development related information to the public.
 - Be actively involved in leading, organizing and hosting Taber's Table and other town related events.

Posted – February 14th, 2024



EMPLOYMENT OPPORTUNITY



- Works proactively with the Economic Development Manager to create and implement Downtown Revitalization projects.
- Actively involved in creating marketing materials and plans to promote Taber including Taber Advantage, Economic Development, Investment attraction, business retention and growth.
- Book and attend meetings, write, and distribute agendas and minutes as required.
- Assist with providing information and forms for developments, land sales and licensing.
- Works collaboratively with other departments, facilitating co-ordination on projects when required.
- Other duties and projects as directed by the Economic Development Manager.

SKILLS AND ABILITIES:

- Excellent public relations, communications, interpersonal, facilitation and organizational skills.
- Proficiency with computers and all aspects of MS Office and other programs as required.
- Ability to interpret and clearly communicate policies, processes and programs and the ability to apply this knowledge in Economic Development projects.
- Basic knowledge of Economic Development policies and initiatives.

PHYSICAL, MOTOR, AND VISUAL SKILLS:

- Physical Skills Work requires moderate physical strength and effort occasionally, such as lifting approximately twenty pounds, carrying object(s) and stacking them or placing them in a storage area.
- Pulling, pushing, standing, or walking throughout workday.
- Employee is expected to solve or unusual situations by adapting methods or interpreting instructions accordingly.
- Visual skills require reading documents and reviewing site plans both in paper and electronic formats.

MINIMUM QUALIFICATIONS

- Strong interpersonal and communication skills
- Ability to develop and maintain contacts and relationships with the community and region.
- Post-Secondary degree in Business, Management or Administration preferred.
- 2-5 years of work experience in a related field.
- Excellent organizational skills
- Proficient computer skills including MS Office.

Please refer to the competition number when submitting your resume and cover letter by mail, fax or e-mail in confidence to:

Human Resources

Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.

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