



## JOB OPPORTUNITY ECONOMIC DEVELOPMENT OFFICER

Term – 2 year contract with the possibility of extension

### The opportunity

Leduc County is looking for an experienced and highly motivated Economic Development Officer to join our team for a 2-year term contract that has the possibility of an extension. The opportunity reports to the Manager – Economic Development and is a key contributor to the achievement of the department's and Nisku Recreation Centre operational deliverables. This exciting opportunity will coordinate economic development initiatives to achieve the organization's objectives and is accountable for advising businesses of various market development, financing, workforce training, and business planning resources.

### About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships, and open transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

### About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You have strong collaboration and promotion skills to develop and build long-lasting trusted business partnerships which supports business retention and creates expansion. Your communication, business analysis, research, resource planning, database and spreadsheet application skills are second to none. You pride yourself in maintaining confidentiality and your strategic and time management skills are efficient and effective when coordinating your projects and tasks, nothing slips by you! Then keep reading because we want to hear from you!

### What you will do

- Coordinates economic development initiatives to support business retention and expansion throughout Leduc County.
  - Prioritizes work in a changeable environment.
- Develops collaborative relationships with Edmonton Global partners to promote the region and focus on attracting and retaining business investment and trade within the region.

- Advises businesses of various market development, financing, workforce training, and business planning resources.
- Conducts site visits, surveys, and research projects to assess and support the needs of existing businesses.
- Compiles and analyzes business visitation feedback, surveys, research project information and Nisku Business Park services to provide development recommendations for business retention and expansion (BRE) programming.
- Researches and applies for grant funding opportunities to support the County's economic development objectives.
- Coordinates and plans special projects and promotional events within the economic development function.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable to be compliant with the Alberta Occupational Health and Safety Act, Regulation and Code and to participate in the Health, Safety and Wellness Program.
- Performs related duties as required and assigned.

## What you need to succeed

### *Must-have*

A degree in business, economic development, urban and regional planning, or equivalent discipline and three (3) years of experience working with municipal teams, councils, boards, commissions, business and industry is required. Must be eligible for or maintain membership with Economic Developers Alberta (EDA) or Economic Developers Association of Canada (EDAC).

### *Nice to have*

Certified Economic Developer (Ec.D.) accreditation through EDAC is preferred. Familiarity with municipal operations and knowledge of rural communities is a strong asset.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between **\$75,072 and \$93,840**. Vacation is a percentage calculation paid on each pay and the opportunity is eligible for overtime. Parking is free.

**The opportunity is a 2-year term contract with the possibility of extension.** The opportunity is full-time 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational

requirements. The work site is located at the Nisku Recreation Centre, 606 – 18 Avenue, Nisku, AB. The Leduc County office is located at 101-1101 5 St. Nisku, AB.

## **How to apply**

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered. This opportunity will **close on Friday, July 22, 2022 at 4:30 P.M.** Applicants may be contacted for an interview prior to the closing date.

We thank all applicants however only those selected for an interview will be contacted.