

# Business Retention Specialist

Welcome to the Town of Peace River, where the mighty peace flows through breathtaking landscapes and the community buzzes with excitement! Nestled in the heart of the Peace Country, Peace River is a scenic, vibrant community in Northwest Alberta, that is home to just under 7,000 residents. The town is a five hours' drive North of Edmonton and two hours Northeast of Grande Prairie.

The Town of Peace River is looking for an energetic, and driven Business Retention Specialist to join our team. If you're ready to be part of something extraordinary, read on!

Reporting to the Manager of Planning & Development, the Business Retention Specialist is responsible for implementing economic strategies and programs aimed at business attraction, retention, and expansion within the Town of Peace River.

## Key Responsibilities

- Cultivate relationships with local businesses, industry stakeholders, government agencies, and community organizations to support economic development initiatives and partnerships;
- Coordinate marketing and promotional activities to showcase the Town's economic assets, attractions and investment opportunities;
- Work with the Economic Development Committee on behalf of Town Administration to implement strategies and engage with the business community.
- Manage and oversee the Rural Renewal Stream and Rural Entrepreneur Stream for the Town of Peace River;
- Develop and implement programs to support business retention and expansion in collaboration with businesses and business support organizations with the goal of helping businesses grow.

## Required Qualifications and Skills

- Post-secondary education in an economic development related field such as commerce, economics, business administration, or marketing.
- Must be computer literate with strong knowledge of Microsoft Office programs.
- Must hold a valid Class 5 driver's license.
- Must have a clean Criminal Record Check.
- Ability to make appropriate, logical, and practical decisions.
- Strong, confident, and clear communication abilities in both written and spoken English.

## Desired Qualifications and Skills:

- Designation from a recognized National or International Economic Development Organization.
- Proven experience in a municipal economic development environment.
- Knowledge of relevant provincial and municipal legislation, policies, and programs with the ability to integrate and utilize knowledge in economic development projects.
- Strong interpersonal skills.

We want you to be the Town's ultimate hype machine! If you meet the qualifications and are ready to apply put together your resume and a cover letter, make sure to quote **Competition #24/008**, and then, send it to [hr@peacriver.ca](mailto:hr@peacriver.ca).

The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified candidates. We thank all participants for their interest; however, only those who are selected for an interview will be contacted.



Full Time • Permanent Employment

Salary: \$79,165—\$99,493

Hours: Monday to Friday  
8:30 am to 5:00 pm  
Evening and weekend work  
as required.

Closing Date: Open until the  
right candidate is hired.

## What We Offer:

- Your work will have a direct impact on quality of our residents' day to day lives.
- Regular training opportunities to expand your skills and knowledge.
- Short commute to work
- Our leadership team values your voice and input and welcomes feedback.
- A defined benefit pension plan and a competitive health and benefits package that start from day 1.
- 3 weeks vacation to start.
- Free gym membership.

Posting Date: March 22, 2024