

Posted: July 2022

CLERK TYPIST I-ECONOMIC DEVELOPMENT ASSISTANT FULL-TIME, TERM POSITION

Employer
of Choice

Competition No. JP22-029
Internal/External Posting



DURATION: 2 Year Term Position
DEPARTMENT: Planning & Economic Development
WAGE: \$25.20/ hr plus benefits and pension
HOURS OF WORK: 37.5 hours / week (Monday through Friday)
CLOSING DATE: Internally: closing August 4th, at 4:00pm.
Externally: will be posted until a suitable applicant is found, internal applicants will be considered first.

POSITION SUMMARY:

The Town of Taber is currently seeking a customer focused team player to join our Planning & Economic Development team. As the Economic Development Assistant, this position performs a variety of tasks related to promoting economic development within the Town and facilitating the Alberta Advantage Immigration Program. This position falls within the scope of C.U.P.E. Local 2038.

DUTIES AND RESPONSIBILITIES:

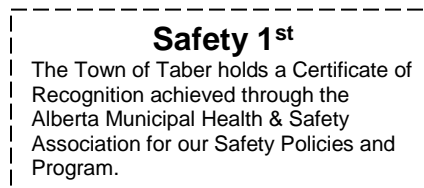
- Be responsible for providing accurate development and economic development related information to the general public
- Create multi-media products and content (posters, maps, booklets, images, video) to support and enhance Town of Taber projects, advertising, and website
- Monitor and improve economic development procedures on an ongoing basis
- Book, attend meetings, write and distribute agendas and minutes for various committees
- Update the list of businesses for sale in town (Rural Entrepreneurship Program)
- Collaborate with boards, committees, employers, and candidates to successfully facilitate the new Alberta Advantage Immigration Program (AAIP)
- Responding to emails, answering phone calls, community outreach in regards to all aspects of AAIP
- Work with settlement workers to provide services to new immigrant families
- Work with employers to help prepare for immigrant workers including walk throughs, language training, and cultural differences
- Help create marketing materials for the AAIP program for both community initiatives and immigrant families
- Work with stakeholders in community to create welcoming and inclusive communities
- Track the progress and data of the AAIP program (stats)
- Help with other economic development duties as required including but not limited to business licensing, marketing, and tourism
- Participates in the workplace health and safety program, monthly worksite and hazard inspections
- Performs other related duties as directed by the Director of Planning & Economic Development

MINIMUM QUALIFICATIONS:

- Grade 12 education or equivalent
- Business Administration Diploma or equivalent considered an asset
- 1 year of previous office experience considered an asset
- Proficiency with Microsoft Office Suite
- Ability to effectively communicate English both in oral and written form
- Ability to speak multiple languages considered an asset
- Excellent interpersonal and public relations skills
- Standard First Aid/CPR/AED training.
- Ability to provide a clean Police Information Check.

Please indicate the competition number when submitting your resume and cover letter by e-mail in confidence to:

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



We wish to thank all applicants for applying however only those selected for interviews will be contacted.