



EMPLOYMENT OPPORTUNITY

Economic Development Officer

The Village of Hines Creek is looking to fill the position of Economic Development Officer. This is a full time position (35 hours per week), with the option to work remotely.

Role & Responsibilities

- Oversee and coordinate the Village's economic development effort;
- Serve as the point of contact and liaison between local groups and business organizations as well as potential investors from outside the community;
- Develop partnerships within the community to develop and promote opportunities;
- Monitor local business needs and trends;
- Conduct research on market opportunities;
- Provide organizations, businesses, and individuals with assistance in preparing business plans;
- Develop and implement policies that promote commercial investment in the area
- Create promotional and marketing campaigns
- Develop and assist in the development and implementation of Village goals, objectives and policies / procedures related to economic activities & programs;
- Any other duties assigned by the Chief Administrative Officer, as this is a small municipality there may be the option to branch out into other responsibilities within the office.

Knowledge, Skills & Personal Attributes

- Degree, certification or related experience in Economic Development;
- Municipal Government experience;
- Excellent written/verbal communication and public relation skills;
- High level of organizational skills with the ability to meet deadlines;

Please send cover letter and resume to:

Leanne Walmsley
Chief Administrative Officer
Box 421
Hines Creek, Alberta
T0H 2A0
Phone: 780-494-3690
Fax 780-494-3605
Email: cao@hinescreek.com

All applicants are thanked for their interest. Only those invited for a personal interview will be contacted. This position will be advertised until a suitable candidate is found.