



Economic Development Specialist

The Municipal District of Bonnyville No. 87 invites applications for the position of **Economic Development Specialist**. The successful candidate will report to the General Manager of Planning & Development and be responsible for facilitating, promoting, and advancing community and economic development that enhances the growth and sustainability within our rural community as guided by the 2021 Regional Economic Development Plan. They are also responsible for facilitating economic development regarding commercial business planning and initiatives

The Municipal District of Bonnyville (www.md.bonnyville.ab.ca) is in the northeastern part of the Province of Alberta. Embedded within the boundary of the M.D. is the City of Cold Lake, the Town of Bonnyville, the Summer Villages of Bonnyville Beach, Pelican Narrows, Metis Settlements of Elizabeth and Fishing Lake, and Cold Lake First Nation.

The population of the Municipal District is estimated at 13,500 residents. The M.D. office is in the Town of Bonnyville which is approximately 240 kms NE of Edmonton along Highway #28. Predominant industries influencing the M.D. include agriculture, forestry, oil and gas/energy, utilities, and recreation. The Canadian Forces Base 'Cold Lake' is located just southwest the City of Cold Lake, Alberta. It is operated as an air force base by the Royal Canadian Air Force (RCAF) and is one of two bases in the Canada that stations the CF-18 Hornet fighter.

In addition to Cold Lake, the largest lake within the M.D., there are several other lakes and camping sites and recreation amenities managed by the M.D. and the Province of Alberta.

Salary Range:

- \$86,486.09 - \$104,781.99

Duties & Responsibilities:

- Manage and undertake the development and implementation of strategies and programs in the areas of investment attraction, business retention and expansion, entrepreneurship, and tourism.
- Implement the rural initiatives identified in the 2021 Regional Economic Development Plan.
- Implement programs and initiatives related to Council priorities and/or corporate strategies.
- Act as a representative of the region to the business community, investors, the public, and other stakeholders.
- Foster strong relationships and communications with organizations locally, regionally, and provincially including community partners, government agencies, and internal municipal departments
- Research and prepare internal reports on relevant business and community statistical trends and developments.
- Conduct familiarization tours with investors and business leaders to showcase the region's competitive advantage.

- Produce regular economic updates to the M.D. business community including relevant news articles, procurement, funding and training opportunities, community and economic events, and new initiatives relevant to development in the region.
- Deliver presentations to Council, Senior Leadership, and key internal and external stakeholders.
- Keep current on municipal zoning, permitting, and real estate market.
- Every employee shall, while on the job, take reasonable care to protect the health and welfare of themselves and other workers, and cooperate with the employer in protecting the health and safety of all employees and contractors present on the worksite, as stated in the OH & S Act.

Skills:

- Demonstrate exceptional communication and presentation skills, including the ability to gain the attention and involvement of challenging audiences.
- Possess outstanding dependability, initiative, creativity, and decision-making skills.
- Possess the ability to be innovative in times of imposed constraints and economic challenges.
- Possess the ability to handle a variety of complex projects/tasks with competing priorities in a results-based environment.
- Display a high level of confidentiality, tact, and diplomacy.

Education and Experience:

- Post-secondary education in economic development, business management, communications, marketing, or related discipline.
- 5+ years in an economic development management role with Municipal Government or equivalent experience.
- 10+ years in project management and stakeholder relations experience.
- Broad knowledge of current economic development trends, investment attraction and planning issues in the Lakeland region/Province.
- Proficient in relevant computer software systems, including Microsoft Office and communications software.
- Valid class 5 driver's license

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: 780-826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until a suitable candidate is found.