

Economic Development Officer Diversification

Economic Development and Tourism

Competition number: 142-2022-EXT-EDT

Closing date: 03/20/2022

Job type: Permanent Full-time

Department: Economic Development and Tourism

Pay range: \$41.56 to \$51.96 per hour (\$75,639.20 to \$94,567.20 per year)

Hours: 35 hours per week

The Economic Development Officer, Diversification works to support economic growth in Strathcona County by developing, implementing, coordinating, and measuring economic development programs and initiatives that contribute to the goals and objectives of the Economic Development and Tourism department, particularly those pertaining to investment attraction and economic diversification. Reporting to the Manager, Investment Attraction, the Economic Development Officer, Diversification will coordinate the implementation of various economic development projects and activities which are contained in the department business plan.

Responsibilities

- Coordinated project execution and implementation of economic diversification activities, as guided by departmental plans and strategies
- Compile and update relevant economic data as required for distribution to potential investors and researchers
- Liaise with investors and various stakeholder groups to provide information, facilitate meetings, and further Strathcona County's economic interests
- Identify opportunities to address economic diversification through the development of marketing and promotional tools and events to attract new business and sectors

Skills and Abilities

- Excellent public relations, writing and communications skills
- Strong interpersonal skills, combined with judgement and discretion
- Proven strategic and critical thinking abilities, including strong analysis and problem-solving skills
- Demonstrated ability to use data to make sound decisions, solve problems, and guide actions
- Ability to identify challenges and apply creative solutions

Qualifications

- Degree or Diploma in management, commerce, business, marketing or a related field
- A minimum of two years' experience (with degree) or four experience (with diploma) that combines experience in business development, economic development or related
- A certificate in Economic Development is an asset
- Expert knowledge of economic development techniques and their application to complex development issues
- Experience developing reports and presentations
- Experience contributing to cross functional working groups
- Knowledge and ability to use a variety of computer software applications, such as Word, Excel, PowerPoint, Access, CRM Systems and working knowledge of GIS
- A valid Class 5 Drivers License and a personal vehicle for work is required

Conditions of Employment

- Submission of Satisfactory Criminal Record Check
- Valid Alberta Class 5 Driver's licence and submission of a 5-year Driver's Abstract with less than 7 demerits

In addition to providing a dynamic working environment, we offer a competitive salary and benefits package.

Successful candidates will be required to provide proof of educational and professional credentials as noted in the resume.

To apply, go to: <https://www.strathcona.ca/council-county/careers/opportunity/142-2022-ext-edt/>

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Competition #142-2022-EXT-EDT closes March 20, 2022

Thank you for your interest in Strathcona County. We only contact candidates selected for interviews.

A cover letter must be submitted along with a resume describing the interest in this position.