

**Senior Economic Development Officer**

Economic Development and Tourism

**Competition number: 141-2022-EXT-EDT****Closing date: 03/20/2022****Job type:** Permanent Full-time**Department:** Economic Development and Tourism**Pay range:** \$50.93 to \$63.67 per hour (\$92,692.60 to \$115,879.40 per year)**Hours:** 35 hours per week

The Senior Economic Development Officer supports economic growth in Strathcona County by facilitating and carrying out the development, implementation, coordination and measurement of economic development programs and initiatives that contribute to the attraction and diversification goals and objectives of the Economic Development and Tourism department. Reporting to the Manager, Investment Attraction, the Senior Economic Development Officer will provide oversight in the implementation of strategic initiatives, development of business tools and resources, and identification of economic opportunities.

**Responsibilities**

- Facilitate and provide oversight to project execution and implementation of business attraction and economic diversification activities, as guided by departmental plans and strategies
- Guide and execute the compilation and update of relevant economic data as required for making policy recommendations and for distribution to potential investors and researchers
- Represent Strathcona County to investors and various stakeholder groups as a conduit for business information, facilitates meetings, and works with regional agencies to further Strathcona County's economic interests
- Develop and deliver projects and programs to facilitate investor and developer activities and support investment attraction and economic diversification goals

**Skills and Abilities**

- Excellent public relations, writing and communications skills
- Superior 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
- Strong organizational and time management skills to handle multiple projects at one time
- Ability to work independently or within a team to meet tight time frames

**Qualifications**

- Degree or Diploma in management, commerce, business, marketing or a related field
- A minimum of 5 years experience (with degree) or seven years 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
- Experience developing and implementing programs and strategies
- 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
- A valid passport and the ability to travel internationally 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/141-2022-ext-edt/>**

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

**Competition #141-2022-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.