

Position Summary

Reporting to the Manager, Economic Development, this position is responsible for identifying and facilitating investment attraction from the public and private sectors to drive development across the key areas. This position works collaboratively and cross-functionally with other Economic Development team positions to support business retention and expansion attraction opportunities.

This position directly supports the key work activities of the Manager, Economic Development. The coordinator leads investment attraction programs, and collects, analyzes, and presents economic information to internal and external stakeholders. This position also completes administrative process activities that align with and support the work of the department.

The position provides timely and accurate information and advice to the organization, Council and the community on investment, business, and economic development matters, with general inquiries dealt with in a professional manner and a high level of support provided to the team.

Core Accountabilities

- Establish and maintain strong relationships with potential businesses.
- Actively support a broad range of initiatives for increased liaison with the business and investment community including meetings, economic development content for Council's website and other projects as identified.
- Assist with business inquiries, including provision of relevant information and preparation of reports to external investors and stakeholders.
- Coordinate investment meetings between County staff and interested businesses.
- Prepare and maintain appropriate databases.
- Form and maintain partnerships related to economic development with Council's regulatory services and other internal, community and stakeholder groups, government, and non- government agencies.
- Support local business networks and business development initiatives as directed.

Strategy

- Implement and maintain the County's economic development strategic plan. Participate in ongoing framework to define our future and guide strategic decisions to assist in the delivery of Council's Strategic Plan.

Investment Attraction Projects

- Coordinate Prospect Business meetings.

- Lead or assist in the preparation and delivery of associated events.
- Provide support and assistance in the delivery of projects and initiatives as described in the Economic Development Strategy.
- Provide efficient responses to requests for information and deliver a high level of internal and external customer service.
- Develop and maintain a supportive and influential network of external stakeholders who understand the needs and direction of the County.
- Provide timely reporting and advice to a high standard.

Administrative

- Attend to administrative matters pertaining to relevant projects including maintaining quantitative and qualitative records.
- Provide administration support including input in the preparation of reports and presentations.
- Collaborate with Communications to create digital content.
- Demonstrate a high level of administrative and time management skills.

Position Requirements

Completion of a bachelor's degree involving acquisition of an advanced understanding in economic development, public or business administration along with a minimum of five (5) years in a similar position. An equivalent combination of related experience and education may be considered.

- Demonstrated understanding of successful business development and investment attraction initiatives.
- Demonstrated experience in contemporary community engagement and consultation processes.
- Knowledge of the role of government in promoting and enhancing business and economic development.
- Well-developed written and verbal communication skills and demonstrated ability to prepare reports.
- Sound knowledge of the economic challenges, emerging trends, and issues facing retail, hospitality, and real estate industries.
- Sound knowledge and understanding of Federal, Provincial and Municipal Economic Development legislation, policies, strategies, and programs.
- Sound knowledge of the role of the private and public sectors in enhancing business and economic development at the local level.
- Grant writing experience.

- Excellent interpersonal skills with the ability to liaise with a variety of internal and external contacts and establish and sustain rapport long term.
- Demonstrated and well-developed advocacy and influencing skills with internal and external stakeholders.
- Project management skills.
- Well-developed research and analytical skills.
- Proficient in MS Suite.
- Basic knowledge of social media, digital communication platforms, marketing, and event management.
- Demonstrated knowledge of a municipal government organization.
- Demonstrated superior customer service skills to both internal and external customers.
- A valid Class 5 Alberta Driver's License with an acceptable Driver's Abstract is required.