



TOWN OF CLARESHOLM JOB POSTING PERMANENT FULL-TIME ECONOMIC DEVELOPMENT OFFICER

The Town of Claresholm is located 80 kilometres south of Calgary in the foothills of the Canadian Rockies and is seeking applications for the position of **Economic Development Officer (EDO)**. The Town, located on Highway #2 running north and south through the province, is a vibrant community, and thus the reason people from all walks of life make Claresholm their home. The Town attracts thousands of visitors annually.

The EDO is a supervisory position and reports to the Town's Development Services Manager. The EDO plays a key role in strategic initiatives and administration of the Town's affairs.

The EDO is responsible for facilitating and promoting economic development to secure opportunities for business development to support a healthy community, economic diversification, and population growth. The individual is responsible for facilitating economic development strategic planning initiatives including Investment Attraction; Business Retention & Expansion; Entrepreneur Development & Small Business Support; and Workforce Retention & Expansion. This individual will identify and foster economic development opportunities, and strengthen the community through innovative strategies. Marketing the Town on a local, provincial and global platform will also be a function of this position.

ROLES & RESPONSIBILITIES:

- 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;
- Facilitate continuous quality improvement, changes and responsiveness to service increases, decreases or changes;
- Provide organizations, businesses, and individuals with assistance in preparing business plans;
- Provide advice on market analysis and economic opportunities;
- Maintain a high level of commitment to professional growth and development within the priorities and limitations of the organization;
- Work with boards, including attending meetings of organizations related to Economic Development;
- Prepare reports and attend public meetings of various boards or committees and make presentations as required;
- Positively promote and maintain the vision, mission and policies of the Town of Claresholm;
- Implement the objectives, plans and policies of the Town of Claresholm.

REQUIREMENTS:

- Completion of a degree or certification in Economic Development, Commerce, Business Administration or Marketing (a combination of education and experience will be considered);
- Sound knowledge of Provincial and Municipal legislation;
- 3 - 5 years experience in Economic Development;
- Membership in the Economic Developers Association of Alberta or the ability to obtain membership;
- Professional work record that exhibits effective promotion of Economic Development projects and initiatives;
- Proven ability to facilitate groups with problem solving, strategic thinking and mediation skills;
- Well developed research and presentation skills;
- Experience creating and managing budgets;
- High level of proficiency with Microsoft Office productivity suite;
- Exhibit a high degree of personal initiative, integrity, professionalism, and political sensitivity.

A detailed job description is available on our website:

<https://www.claresholm.ca/government/career-opportunities>

REMUNERATION:

The Town of Claresholm offers a competitive salary based on education and experience, as well as a comprehensive benefits package which includes contributions to the Local Authorities Pension Plan.

APPLICATION:

Please e-mail cover letter, resume and salary expectations to:

The Town of Claresholm

Attention: Lisa Chilton, Human Resources Administrator,

lisa@claresholm.ca with "Economic Development Officer" in subject line,

or mail to Town of Claresholm, Attn: Lisa Chilton, Private and Confidential, Box 1000, Claresholm, AB T0L 0T0,

or fax to (403) 625-3869,

or deliver in person to Town of Claresholm at 111 55th Avenue West in Claresholm.

Deadline: Wednesday, November 8th, 2023 at 4:00 p.m.

NOTE: This posting may remain open until a suitable candidate is found.

We thank all applicants, however only those invited for an interview will be contacted.