



# EMPLOYMENT OPPORTUNITY

## Tourism & Economic Development Officer

Athabasca County is presently accepting applications for a full-time Tourism & Economic Development Officer to join our team.

Reporting to the Director of Planning & Development and providing direct support and assistance to the Athabasca Regional Tourism and Economic Development Committee, the Tourism & Economic Development Officer is responsible for the successful coordination and implementation of the region's economic development and tourism strategy.

Key Responsibilities Include:

- Assist the Athabasca Regional Tourism & Economic Development Committee in implementing and updating a strategic plan and annual budget.
- Provide direct support to the Athabasca Regional Tourism & Economic Development Committee in developing projects to foster business attraction, retention, and expansion.
- Build and maintain relationships with the industry sectors and local business community helping to create and implement projects, policies, and strategic initiatives.

The ideal candidate will possess a post-secondary degree in Economic Development, Business Administration, Communications, or a related field of study and a minimum of three (3) years of directly related experience, preferably in a municipal setting. A detailed job description can be found on the Athabasca County website at [www.athabascacounty.com](http://www.athabascacounty.com).

The salary range for this position is \$85,893 - \$100,482 annually. Athabasca County also offers and comprehensive benefits package which includes contributions to the Local Authorities Pension Plan.

Interested candidates are invited to submit their resume to:

Jenn Bellward  
Human Resources Manager  
3602 - 48 Avenue  
Athabasca, AB T9S 1M8  
[hr@athabascacounty.com](mailto:hr@athabascacounty.com)  
(Fax): 780-675-5512

RE: Tourism & Economic Development Officer

This posting will remain open until September 6, 2023, or until a suitable candidate is found. We thank all applicants for their interest; however, only those selected for an interview will be contacted.