

ECONOMIC DEVELOPMENT OFFICER

An excellent opportunity exists for a highly motivated and dynamic *junior/intermediate* level **Economic Development Officer (EDO)** to join our committed team. Reporting to the City Manager the EDO will actively build relationships and support initiatives that will attract investment and support business retention and expansion activities.

FUNCTIONS:

Duties include but are not limited to:

- Identify and implement innovative strategies that enhance business and services to attract targeted residents, businesses and organizations that align with the City's strategic plan.
- In conjunction with the City's communication team, develop a communication plan and ensure proper content is provided for the website and social media.
- Participate in the overall budget process to ensure that City departments are allocating optimum resources to make Camrose an attractive city for existing and new businesses, people and organizations.
- Coordinate and liaise with local and regional organizations, businesses, community development groups, individuals and representatives of government.
- Research, networking, and strategic planning as it related to community economic development and commerce.
- Maintain familiarity with available Provincial or Federal grant programs and agencies that may have relevant funding initiatives or services that will enhance economic development.
- Represent the City on boards, regional, territorial and national meetings, trade shows and conferences, etc. relevant to economic development.
- Provide support and serve as an advocate within the City administration assisting local businesses and potential developers through the necessary regulatory requirements and approvals to be successful.
- Develop reports, make presentations and provide professional advice to City Manager and Council as required.

QUALIFICATIONS:

- A post-secondary diploma or degree in economic development, business, marketing or a related discipline is preferred, however equivalent experience may be considered.
- Member of the Economic Developers Association of Canada (EDAC) and/or Alberta (EDA) or the eligibility to become a member.
- Familiarity with the local business environment considered an asset.
- Strong business acumen and ability to effectively perform in a local government setting. Familiarity with the Municipal Government Act and knowledge of planning and development is considered an asset.
- Advanced skills in facilitation, presentations and public speaking.
- Well-developed interpersonal and communication skills.
- Advanced proficiency with MS Office suite.
- A valid Class 5 Driver's License. The successful candidate will be required to operate a personal vehicle for business purposes.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday with the occasional requirement to work outside of these hours.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the email address below or in person by February 22, 2019 at 4:30 p.m. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose
Attention: Human Resources
Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca