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| Position: | Economic Development Officer |
| Closing Date: | April 30, 2025, or until a suitable candidate is found |

The County of Vermilion River is seeking a highly motivated individual to join our safety-oriented team as permanent full-time **Economic Development Officer** based in Kitscoty, Alberta. Reporting to the Assistant Chief Administrative Officer, the **Economic Development Officer** will contribute significantly to the growth and prosperity of the County of Vermilion River. The primary purpose of this position is to promote economic growth, attract investment, and foster business development.

This includes but is not limited to the planning, organizing, and coordinating of business retention and attraction within the municipality and overseeing the delivery of various programs and services for current and potential businesses. In addition to meeting with businesses and coordinating services, this position involves planning and administration to ensure the County's policies and strategic plans are successful.

General Responsibilities

Engage in the development and implementation of the Economic Development strategy to promote local economic growth, job creation, and business retention and attraction.

- Connect with the local business community to support, encourage, and connect local businesses to resources based on their need
- Identify and attract new business opportunities, investments, and partnerships to support community development.
- Collaborate with local businesses, government agencies, and community stakeholders to address economic development needs and opportunities.
- Facilitate workforce development initiatives and training programs to improve local employment outcomes.
- Manage and oversee grant applications, funding opportunities, and economic development incentives.
- Promote the community to potential investors, businesses, and industries.
- Administer and monitor the effectiveness of economic development programs and recommend adjustments as needed.
- Organize and implement joint marketing initiatives with regional and community organizations.
- Contribute to the creation and updating of marketing materials, including community profiles and developers packages
- Organize tours, workshops, and information sessions for local businesses and potential investors to showcase the region's advantages.
- Work with businesses to add to and maintain a business directory.

Knowledge Skills and Ability

- In-depth understanding of economic development principles, strategies, and industry best practices.
- Strong interpersonal and communication skills with the ability to build and maintain cooperative and productive relationships with others.
- Experience in developing and executing workforce development, business retention, and expansion strategies.
- Exceptional research, analytical, and problem-solving abilities to support informed decision-making.
- Proven ability to manage multiple projects concurrently, ensuring deadlines are consistently met.
- Familiarity of local and regional economic conditions and challenges is an asset.
- Experience with grant writing, funding sources, and government programs.
- Able to handle confidential information with discretion and responsibility.
- Demonstrate high ethical standards and integrity in all aspects of team leadership and service delivery.
- Strong public relations skills, able to communicate clearly, provide accurate information, and resolve concerns effectively.

Qualifications

- Successful completion of a Degree or Diploma in Economics, Business Administration, Urban Planning, Marketing, Communications or a related field. A combination of continuing education and experience will also be considered.
- Experience in economic development, business development, or a related field.
- Proficient in the use of Microsoft Office applications and familiarity with graphic software.
- A professional designation in economic development is considered an asset.
- Valid Class 5 Driver's License.

A competitive salary and comprehensive municipal benefits package are available.

The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: **"CONFIDENTIAL – Economic Development Officer"** can be submitted by **April 30, 2025** to:

hr@county24.com

or Box 69 Kitscoty, AB T0B 2P0

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.

County of Vermilion River Careers:

<https://www.vermilion-river.com/departments/administration/careers>