

ECONOMIC DEVELOPMENT COORDINATOR

Employment Opportunity: Full Time - One Year Term (with possibility of extension)

Beaver County is seeking a highly motivated Economic Development Coordinator to play a key role in shaping our future. Reporting to the General Manager of Community and Protective Services, you will be responsible for researching, promoting, and driving economic development and tourism initiatives within the County. This position offers a unique opportunity to contribute significantly to the growth and prosperity of our County.

WHAT YOU'LL DO...

Key Responsibilities (include, but are not limited to):

- Implement business attraction and retention strategies through engagement, outreach, networking, and provision of supports.
- Facilitate meetings and communications with local business and industries to promote the municipalities growth opportunities.
- Organize and implement joint marketing initiatives with regional and community organizations.
- Contribute to the creation and updating of marketing materials, including community profile, economic profile, and welcome packages for residents and businesses.
- Assist in the development, updating and implementation of the Economic Development Plan under the guidance of the General Manager of Community and Protective Services (GM) and the Economic Development Advisory Committee (EDAC).
- Assist in developing new initiatives and projects aimed at advancing economic, tourism, and community development goals.
- Organize and coordinate familiarization tours for investors and business leaders to showcase the region's advantages.
- Research and secure grant funding opportunities.
- Prepare reports and presentations for internal and external audiences.
- Ensure compliance with all relevant regulations and policies.
- Contribute to departmental budget planning.

WHAT WE'RE LOOKING FOR...

Education & Experience

- Post-secondary education in Economic Development, Business Management, Tourism and Hospitality, Business Administration, Marketing, or a related field; diploma or degree preferred.
- A minimum of 3 years of experience in business, economic development, community development, planning, project management, or a related field, preferably in a municipal setting.
- Certification as an Economic Developer (Ec.D) or willingness to achieve.
- Eligible for membership in relevant economic development associations.



ECONOMIC DEVELOPMENT COORDINATOR

Employment Opportunity: Full Time - One Year Term (with possibility of extension)

- Knowledge of municipal government operations, business development, and property development.
- Class 5 Driver's Licence with acceptable driving record.

Competencies (Knowledge, Skills, Abilities):

- Proficient in Microsoft Office and social media platforms.
- Excellent verbal and written communication skills and a strong understanding of confidentiality.
- Strong time management, organization and work planning skills.
- Entrepreneurial skills, strong attention to detail, with the ability to effectively manage multiple priorities.
- Good interpersonal, customer service, and public relations skills.
- Must be a self-starter, able to work effectively both independently and in teams with diverse groups of people.

Working Conditions and Physical Environment:

- Extensive use of computers, office equipment, and telephone.
- Moderate lifting (no greater than 50 lbs.) and periods of sitting.

WHY JOIN BEAVER COUNTY?...

We offer a collaborative workplace, opportunities to contribute to meaningful projects, and a chance to support the community through innovative programs and services.

Position Details:

- Position Type: One Year Term (with possibility of extension) - Full Time (35 hours/week).
- Normal Office workday, however, there may be occasional overtime or after-hours meetings as required.
- Hours of Work: Monday to Friday, 8:30 a.m. - 4:30 p.m.
- Salary Range: \$76,111.81 - \$95,139.76

How To Apply

- Submit a cover letter and resume, referencing the name of the position, to the following email: **careers@beaver.ab.ca**
- Closing Date: **April 11, 2025**. To fill this position as quickly as possible, we will be reviewing applications as they are received and may conduct interviews with qualified candidates prior to the closing date, based on availability.

Beaver County thanks all applicants for their interest, however only those selected for interviews will be contacted.

Posted Date: March 11, 2025

