

The opportunity

Leduc County is looking for an experienced and highly motivated Economic Development Officer to join our team. Reporting to the Manager – Economic Development, this exciting opportunity coordinates economic development initiatives to achieve Leduc County’s strategic economic objectives and is accountable for attracting new business investment and trade. Through effectively managing priorities, the Economic Development Officer is a key contributor to the achievement of operational deliverables.

About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County’s operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s vision of growing a vibrant and spirited community.

You have strong collaboration and promotion skills to develop and build long-lasting trusted business partnerships which supports business retention and creates expansion. Your communication, business analysis, research, resource planning, database and spreadsheet application skills are second to none.

If you pride yourself in maintaining confidentiality and your strategic and time management skills are efficient and effective when coordinating your projects and tasks, that nothing slips by you, then keep reading because we want to hear from you!

What you will do

- Focuses on attracting new business investment and trade within Leduc County.

- Leverages economic development initiatives to support investment attraction throughout Leduc County.
- Develops business relationships with regional economic development partners/groups to promote Leduc County, such as Edmonton Global and Invest Alberta.
- Advises existing and new investors of various market sectors through facilitation and leveraging resources.
- Advises businesses within various market sectors regarding development, investment facilitation, and workforce supports.
- Conducts site visits, reviews surveys, and analyzes research projects to assess and support the needs of existing businesses in Leduc County.
- Compiles and analyzes business feedback, research project information to provide development attraction recommendations for investment attraction programming.
- Researches and applies for grant funding opportunities to support the County's economic development objectives.
- Coordinates and plans special projects and promotional events within the economic development function.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable to be compliant with the *Alberta Occupational Health and Safety Act*, Regulation and Code and to participate in the Health, Safety and Wellness Program.
- Performs related duties as required and assigned.

What you need to succeed

Should have

A degree in business, economic development, urban and regional planning, or equivalent discipline and must be eligible for or maintain membership with Economic Developers Alberta (EDA) or Economic Developers Association of Canada (EDAC). Three (3) years of experience working with municipal teams, councils, boards, commissions, businesses and industry is preferred.

Nice to have

Certified Economic Developer (Ec.D.) accreditation through EDAC and familiarity with municipal operations and knowledge of rural communities within the region are assets. A combination of education and related economic development experience may be considered.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between **\$84,889 and \$106,111** municipal pension plan, three-weeks vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

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