



# Career Opportunity

Planning Services Department | Permanent Full-Time Position

Monday - Friday | 8:30am - 4:30pm + meetings and events outside of regular business hours

## ECONOMIC DEVELOPMENT OFFICER

Lacombe County has a new opportunity for an Economic Development Officer (EDO) to join our team. Working with Senior Administration and Council, this position is responsible for the development and implementation of the County's Economic Development Strategy.

Reporting to the Director of Planning Services, the EDO is responsible for initiating economic development activities throughout Lacombe County to attract new business, and retain and grow existing business.

### Key Duties and Responsibilities:

- In collaboration with other County departments and various external stakeholders, develop and implement the County's Economic Development Strategy.
- Develop effective marketing and promotional tools for business development.
- Conduct surveys, analyze data, and develop social and economic profiles on economic, demographic and other trends and forecasts.
- Establish, foster and maintain positive relationships with partners, stakeholders and other levels of government to broaden awareness of investment opportunities in the County.
- Respond to requests for information regarding business and economic development.
- Develop policies and administer programs to promote industrial and commercial business investment.

### Ideal Qualifications:

- Completion of a University degree in the areas of Economic Development, Rural Planning, Marketing, Communications and/or Business Administration, or a relevant field, plus five or more years of direct economic development experience, preferably in a municipal setting;
- Demonstrated knowledge of economic development, marketing, land development and business sustainability;
- Ability to foster and maintain positive and effective working relationships with diverse internal and external stakeholders in an open and ethical environment;
- Ability to maintain active membership in the Economic Developers Alberta (EDA) organization;
- Proven competency with Microsoft applications, desktop publishing, social media and website design.

*For more information, please view the EDO Job Description on the Lacombe County website.*

We support a work-life balance and offer an excellent compensation package including a comprehensive group health and dental benefits packages, a health/wellness spending account, and professional development opportunities.

**Please forward your resume, cover letter and salary expectations by 8AM on Monday, June 28, 2021 to:**

**E-mail: [hr@lacombecounty.com](mailto:hr@lacombecounty.com) | Fax: 403.782.3820 | [www.lacombecounty.com](http://www.lacombecounty.com)**

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.