



**EMPLOYMENT OPPORTUNITY
SADDLE HILLS COUNTY
PERMANENT FULL TIME**

**ECONOMIC DEVELOPMENT COORDINATOR
(OUT OF SCOPE)**

POSITION SUMMARY:

The Economic Development Coordinator position is a part of the County's Economic and Rural Development function. The Coordinator will be expected to develop programs and provide services to meet the County's economic development interests, needs and action planning at the direction, and while working with, Council, Community Development Advisory Committee, Chief Administrative Officer, and the Director of Economic and Rural Development. This position reports to the Director of Economic and Rural Development. The Economic Development Coordinator will be expected to be involved in strategic planning initiatives, marketing, project management and information management supporting the economy of the County.

QUALIFICATIONS:

1. Completion of Grade 12 diploma.
2. Post-secondary degree in Business, Economics or related field.
3. Economic Development Certification.
4. 5 years of related experience in Economic and/or Rural Development.
5. Extensive knowledge of strategic planning.
6. Specialized skills in the areas of marketing, communications, public and media relations.
7. Strong facilitation and community relations skills.
8. Proficient computer skills in Microsoft Office, Excel, Power Point, Word.
9. Acceptable equivalent combination of education and experience may be considered.
10. Ability to function as a member of a team and ability to work independently with minimal supervision.
11. Ability to prioritize and manage work tasks and to achieve results within acceptable timeframes.
12. Ability to provide a satisfactory Class 5 Driver's License abstract and acceptable criminal records check.
13. Ability to ensure all work related information is kept confidential and in accordance with the Freedom of Information and Protection of Privacy Act.

County offers a competitive salary and an excellent Group Benefits Package. The above statements are intended to describe the general nature of the position and are not intended to be a complete job description of all responsibilities and activities required for this position.

Applications will be accepted until a suitable candidate is found. Applicants must provide minimum of three references. Saddle Hills County would like to thank all those interested in the position. Only those considered for an interview will be contacted. Please send resumes clearly marked "Personal & Confidential" to:

Economic Development Coordinator
Human Resources Coordinator
Saddle Hills County
R.R. #1
Spirit River, AB T0H 3G0
E-mail to: careers@saddlehills.ab.ca
Fax: (780)864-3904 Ph. (780)864-3760