

ECONOMIC DEVELOPMENT COORDINATOR GREENVIEW, ALBERTA

DEPARTMENT: Community Services

LOCATION: Public Services Building – Grovedale, Alberta

STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the general direction of the Economic Development Manager of Community Services, the Economic Development Coordinator is responsible for providing administrative and research support to the Economic Development Department. A priority focus of the position will be research, collecting and analyzing a range of economic development issues, data relationships with businesses, developers, and other municipalities, as well as, respond to inquiries from potential and current business stakeholders. The incumbent will act as a resource to the community and ensure the Economic Development Department information resources are up to date.

MAJOR

- Research economic development initiatives, compile and maintain the statistical data
- Perform ongoing research into economic development and business issues as directed
- Assemble, develop, distribute and analyze demographic and economic information for internal and external use
- Represent and promote Greenview at industry events and trade shows
- Research and be aware of available grant programs and agencies that enhance economic development
- Perform research, present information in graphic and written format, and review drafts to help with development of publications
- Develop, edit and publish quarterly Greenview Economic Development E-newsletter
- Coordinate day-to-day operation related to marketing and media communications
- Maintenance of the Economic Development website as needed

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- Attend regional meetings and special events related to economic development initiatives
- In collaboration with Communications department, provide source for media information promoting a positive image of the Municipality
- Attend economic development related conferences, workshops and seminars to keep current with latest trends
- Interact with area chamber of commerce's and similar groups to promote business
- Responding promptly and effectively to public inquiries and concerns via various communication methods
- Assist with the development of department budgets, project costing, Grant applications, Tracking project expenditures, Request for proposals
- Compiling and maintaining updated business listing
- Perform related duties and responsibilities as required

MINOR

- Conduct and manage special projects
- Interact with area chamber of commerce's and similar groups to promote business.
- Collect data and information and develop reports and graphs to accurately and effectively deliver the information to various groups
- Responding promptly and effectively to public inquiries and concerns via various communication methods
- Plan and host at tradeshow
- Perform related duties and responsibilities as required

OCCASIONAL

- Other duties as assigned by the Manager

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- A related post-secondary diploma or degree in business, marketing or economic development discipline is preferred, however equivalent experience may be considered
- One (1) to three (3) years of experience in a related field
- Economic Development certification or working towards is desired
- Possession of a valid Class 5 driver's license and satisfactory driving record

SKILLS REQUIRED:

- Well-developed interpersonal communication
- Strong writing and presentation skills
- Proficiency with computer applications including Microsoft Office

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- Strong organizational skills to prioritize multiple projects simultaneously and meet established deadlines
- Ability to interact well with, and respond to inquiries from all levels of staff, including Management, Council and Ratepayers.
- Must be able to maintain confidentiality
- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook and Visio

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone
- Extensive use and operation of a vehicle
- Long periods of sitting, good lighting, temperature and noise control
- Minimal physical effort; occasional light lifting
- Normal working day consists of 7.5 hours; however occasional overtime and weekend hours may be required both in and out of region

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by 31st January 2019, in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-4307
By E-mail: careers@mdgreenview.ab.ca
Website: www.mdgreenview.ab.ca

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INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Economic Development Coordinator and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

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