



Job Title	Economic Development Coordinator		
Manager's Job Title	Development Services Manager	Salary Grade	Per Salary Grid
Department	Community Development	Date Created	July 2024

Economic Development Coordinator

Reports To

Development Services Manager

Job Summary

The Economic Development Coordinator (EDC) is a dynamic role with a variety of responsibilities including administrative lead for immigration programming and the Economic Development Committee, supporting community events, and contributing to the overall economic development of Claresholm. This position includes working with Town of Claresholm staff and partners, local employers, community volunteers, Claresholm residents, and immigrants in the community. Responsibilities will require working in the office, working outside, and scheduled evening and weekends.

Job Duties

- Investment Attraction
 - Serve as the first point of contact with potential investors from outside the community for site visits and statistics;
 - Facilitate tours to and for internal and external trade delegations;
 - Work with stakeholders to broaden and diversify the economic base through business support and investment attraction initiatives;
- Business Retention and Expansion
 - Contribute to the business retention and expansion, and community economic development in Claresholm as directed by the Development Services Manager (DSM)
 - Monitor local small business needs and trends and communicate these to the Manager, CAO and Council to enable the Town of Claresholm to better tailor services to meet needs
 - Conduct research on local market opportunities
 - Assist local organizations, small businesses and individuals in taking advantage of economic development opportunities;
 - Provide organizations with assistance in preparing business plans (to be coordinated through Community Futures Alberta SW).
- Community and Non-Profit Support
 - Publish a bi-weekly Economic Development Bulletin
 - Attend/support the Willow Creek Immigrant Services meetings and activities

- Contribute to the equality, diversity, inclusivity and welcoming for the Town of Claresholm residents, immigrants, temporary workers, and their families.
- Administrative lead for SouthGrow regional initiative.
- Town Administration and Council Support
 - Administrative lead for the Economic Development Committee
 - Ensure the Committee's activities and its strategic direction is aligned with Council's Strategic Plan;
 - Seek out grants, partnerships, and other economic development opportunities
 - Maintain, review, and improve information relating to business licensing
 - Maintain accurate data and contacts using Excel, Outlook, and other software
 - Create letters and documents using Word, Excel Power Point, and other
 - Summarize research or meetings, online, on the phone, and in person
 - Review, copy, and scan documents for record keeping
 - Administrative lead for immigration programs under the supervision and support of the DSM and related government offices (on the job training will be provided)
 - Assist the Community Events Coordinator with community events, including Winterfestival, Canada Day, Fair Days, New Year's Eve, and other events.
 - Administrative point of contact for SouthGrow regional initiative.

Competencies

- Proven reliability, honesty, and punctuality
- Confidence speaking in person, and on the phone
- Proficient use of Microsoft Word, Excel, PowerPoint, and Outlook
- Timely, accurate communication/scheduling using phone, email, and in-person
- Effective research, and ability to summarize information
- Attention to detail when creating or reviewing documents
- Professionalism at all times, and confidentiality when required
- Positive attitude, ability to work effectively alone, and with a team
- Experience with the creation of reports, agendas, and meeting minutes
- Skills in Mailchimp, Canva, Google docs, or other online tools is an asset
- Experience with event planning, immigration, and settlement is an asset
- We also like to have fun
- Minimum 2 years of experience in municipal economic development or a related field
- Economic Developers Alberta training – Establishing the Foundation, Business Retention and Expansion and Business Investment and Attraction, equivalencies will be considered

Work Conditions

- 35-hours/week, Monday-Friday, 8:30 am to 4:30 pm, 1-hour unpaid lunch
- Working primarily out of own office at, 111 – 55 Avenue West, Claresholm.
- Scheduled evenings, weekends, and holidays (Canada Day) may be required
- Indoor/outdoor events often involve moving tables, chairs, large tents, pop up banners, projectors, speakers, food, drink, or other items.
- Frequent interaction with employees, business owners, and the public

- Operation of desktop/laptop computer, extended periods of sitting or standing
- Fast paced environment, changing priorities, and moving targets.
- Must be able to lift up to approximately 40 lbs.

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