



Community Development Assistant

Temporary, Full-time – 35 hours per week

18 Month Term

\$31.65 – \$39.56 / hour

Come work with us!

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the Opportunity?

We are currently recruiting for a temporary, full-time **Community Development Assistant**.

Reporting to the Manager, Community Development, the Community Development Assistant plays a key role in contributing towards creating a vibrant, dynamic and enriching community. This position supports the department in liaison, facilitator and resource to planning signature events, community engagement and community building initiatives.

What will you do?

- Provide general administrative support to the overall department including coordinating meetings, procurement processes, file/record management and supporting project and program timelines/processes.
- Provide assistance, information and operational support throughout the year for the Civic Signature Events program.
- Participate as an active member of the Community Development team assisting in implementation of community development initiatives, which may include community engagement assistance, supporting ESS work, and providing information to key stakeholders.
- Support the continued development and implementation of the Volunteer Leduc program such as processing and supporting Better Impact, various volunteer initiatives, workshops and general recruitment and promotion.
- Support and develop internal and external partnerships to support community development initiatives.

What do you need to succeed?

You are an ideal candidate if you have the following:

- Enrolled in a college/university degree or diploma in a related field of study preferred: Community Development, Events Management, Community/Culture Programming.
- Minimum of 2 years' related experience. Previous Municipal or local Government experience is an asset.

- Experience with large and small special events and a passion for volunteerism.
- Experience with project management programs such as SmartSheets
- Possession of a valid Alberta Class 5 motor vehicle operator's license.
- Current first aid and CPR qualification.
- Ability to work independently on several projects simultaneously.
- Excellent time management, project management and problem-solving skills.
- Excellent team player.

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- Competitive wage
- Professional development opportunities
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs
- EFAP Program

The successful candidate must be willing to provide a current Criminal Records Check, Vulnerable Sector, and Child Intervention Check, at own expense, as part of the hiring process.

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on March 23, 2025. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.