



LEGISLATIVE OFFICER (TEMPORARY)

The Job

The Town of Edson is seeking a temporary, full-time, Legislative Officer to join our team for a three-month term, with the possibility of extension. This role offers a unique opportunity to contribute to local government in a meaningful way. The Legislative Officer is responsible for supporting Council and administration by managing legislative processes, ensuring compliance with the Municipal Government Act (MGA), overseeing bylaws and policies, preparing Council meeting packages, coordinating public hearings, and handling Freedom of Information and Protection of Privacy (FOIP) requests. This position plays a vital behind-the-scenes role in helping municipal operations run efficiently and transparently.

The Candidate

This opportunity is a great fit for someone with municipal experience who is looking to take on a short-term role between longer commitments. The ideal candidate will be organized, detail-oriented, and confident navigating municipal legislation and public processes. If you value flexibility, want to stay connected to your field, and enjoy contributing to meaningful work without a long-term obligation, this temporary position offers a rewarding way to do just that.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. Working with this team is more than just bringing a skill—it's about embracing a passion for service, collaborating with others, and taking pride in what you do every day.

What do we offer?

Compensation

The wage range for this position is \$73,900 - \$93,200, per year, however, this is negotiable for the right candidate.

How do you apply?

Please submit your resume and cover letter, **quoting competition #EDSOM-202507 by June 23, 2025**. In your cover letter, tell us about yourself, what you value, and why you're interested in this position. Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca