

## **The opportunity**

Leduc County is looking for an experienced and highly motivated Economic Development Technician to join our team. Reporting to the Manager – Economic Development this exciting opportunity supports economic development initiatives as a key member of the economic development team. The Technician also provides day-to-day administrative support to the economic development team, including operational support for the Business Entrepreneur Centre (BEC) and effectively assists to advance both operational and strategic economic objectives.

## **About you**

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## **What you will do**

1. Provides administrative support for the Economic Development department and economic objectives.
  - Greets customers in a professional and positive manner.
  - Provides support with grant funding applications and reporting.
  - Assists with preparing administrative and financial reporting.
  - Supports with proposal development.
2. Conducts property management functions for Business Entrepreneur Centre (BEC).
  - Monitors and responds to inquiries for BEC rental space.
  - Responds to tenant inquiries.
  - Advertises rental opportunities within the BEC.
  - Assists with day-to-day operations/administration for the BEC including, coordinating maintenance, security and operational needs.
3. Maintains and develops Leduc County's business webpage and Economic Development's social media accounts ensuring content is current and relevant for business retention and expansion of small and home-based businesses, medium enterprises and to advance development opportunities in market.

- Works with communications, as needed, to assist with campaign evaluation by assessing metrics and measuring effectiveness.
  - Adheres to Leduc County's Brand Guidelines and corporate brand strategy.
4. Provides marketing support to advance promotional activities.
    - In collaboration with communications, develops marketing materials for department initiatives.
    - Coordinates the submission of advertisements to various channels.
  5. Coordinates and supports projects and events within the department.
  6. Conducts research, as assigned, to support projects/initiatives within the organization.
  7. Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
  8. Adheres to guidelines as set out in Leduc County's policies and administrative directives.
  9. Accountable to be compliant with the *Alberta Occupational Health and Safety Act*, Regulation and Code and to participate in the Health, Safety and Wellness Program, up to and including being involved or sitting on an Occupational Health and Safety committee.
  10. Performs related duties as required and assigned.

## What you need to succeed

### *Must-have*

- A diploma in business, finance, economic development or equivalent discipline.
- Proficiency with the Microsoft Office suite of tools and other database and spreadsheet applications.

### *Nice to have*

- Two years of experience working with municipal teams, businesses and industry.
- Eligibility or membership with Economic Developers of Alberta (EDA).
- A basic understanding of municipal infrastructure, planning, and taxation.
- Familiarity with municipal operations and the rural communities within the region.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$65,744.00 and \$82,180.00, flexible work options, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted via the blue 'apply now' button below to be considered.

We thank all applicants however only those selected for an interview will be contacted.

