

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Economic Development Officer - Competition No: 2026-13

Reporting to the Manager, Community Services, the Economic Development Officer provides leadership to the Woodlands County Economic Development Committee and Woodlands County Council. This position endorses and takes action to implement the Woodlands County Strategic Plan and tactical business goals relative to economic development.

This position includes the possibility of a hybrid and/or occasional remote work environment, including work from home.

Functional Responsibilities

- This position reports directly to the Manager of Community Services and works directly with the Woodlands County Economic Development Committee to ensure economic strategic initiatives are being achieved.
- Coordinate and direct preparation of annual operating budget for economic development and tourism and ensure all expenditures are made within the approved budget.
- Overall responsibility for assisting in developing the capacity to respond to tourism opportunities and working with outside agencies to promote tourism for the County.
- Manages all aspects of the development and implementation of economic and business development initiatives, working with the Community Services and Infrastructure departments.
- Assist corporate business leads with potential opportunities within the County, introducing them to key members of the community and organization.
- Participate in regional economic planning activities by liaising with all relevant government departments, public agencies, First Nations, and associations regarding economic development and tourism opportunities.
- Initiates and champions special projects for sector-specific development, based on the current environment, in partnership with external organizations.
- Preparation of agenda and report submissions to committee meetings and attend various meetings as a municipal staff representative with regular updates to the committee.,
- Accurately manage, research, and compile detailed economic and demographic information to profile and promote Woodlands County.
- Responsible for developing, promoting special advertising, and marketing campaigns using promotional items.
- Responsible for the preparation of economic agenda reports and submissions, including background documentation, to Council through the Chief Administrative Officer's office.
- Prepare a monthly report of all activities to be submitted to the Director of Community Services and Management Team meetings.
- Responsibility for the department's website content and for providing timely updates to the Communications department.
- Perform other related duties as requested by the Manager of Community Services related to job duties and special projects.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.
- Participate, in good faith and to the best of their ability, in all training and development programs, as assigned by Woodlands County.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

SALARY RANGE

\$89,175 to \$116,353

COMPETITION CLOSE DATE

Until suitable candidate is
selected

HOW TO APPLY

**Submit your cover letter and
resume email to:**
hr@woodlands.ab.ca

Please reference the competition
number.

We thank all applicants for their
interest. Only those selected for
interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

Qualifications and Functional Requirements

- Economic Development designation or certification.
- Experience working in Municipal Government.
- Strong research and analytical skills, including the ability to interpret complex data and provide meaningful insights.
- Strong understanding of Economic Development principles and strategies.
- Ability to work independently, create own direction, must be able to set own achievement targets.
- Excellent collaboration and interpersonal skills; possess the ability to develop and maintain key working relationships with a diverse range of interests.
- Strong marketing skills.
- Incident Command System (ICS) 200 or higher training.
- Proficiency using Microsoft Word, Excel and PowerPoint are essential.
- Strong organizational and time management skills with attention to detail and accuracy.

Working Conditions

This position is primarily an office role with the potential for extended sitting. Attendance at the Economic Development Committee is mandatory. Evening and weekend work is occasionally required, in addition to attending council meetings in Fort Assiniboine and Whitecourt. This position has extensive contact with the public and other employees. The office environment has moderate noise levels, controlled temperatures, and no direct exposure to hazardous physical substances. This position is rated light duty, and candidates must be able to lift up to 10 kgs.

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