



Community Development Assistant

Temporary, Full-Time (35 hours/week)

Start Date: October 26, 2026 and End Date: March 11, 2028

At the City of Leduc, our mission is Building a connected community for all people.. 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.

Come work with us!

The City of Leduc's Community Development team works to create a vibrant, dynamic and enriching community through events, arts, culture and heritage initiatives, volunteer opportunities, community development programs and partnerships.

If you enjoy working with people, supporting community initiatives, organizing events and projects, and helping bring ideas to life, we invite you to join our team.

What is the Opportunity?

We're looking for a highly organized and community-minded Community Development Assistant to join our Community Development team. Reporting to the Manager, Community Development, this position supports the portfolios of Events, Arts, Culture & Heritage (EACH) Services, Capacity Building Services, and Theatre Services & Operations, as well as Community Development Business Unit projects and initiatives.

This position provides event, program, project and administrative support while working with community organizations, volunteers, residents, City departments, contractors, suppliers and other stakeholders. The role requires the ability to manage multiple projects and priorities simultaneously, coordinate information and activities, and provide accurate and timely administrative support.

This is a varied role that requires strong organizational, time management and project management skills, initiative, attention to detail and the ability to work effectively in a fast-paced, community-focused environment.

What will you do?

As the Community Development Assistant, your key responsibilities will include:

- Providing information gathering, research and operational support for events throughout the year
- Assisting with the planning and hosting of small special events
- Supporting the development and implementation of approved activities related to events and festivals, including stakeholder engagement based on community needs
- Assisting with the setup, storage and dismantling of event equipment and materials, including seasonal inventory tracking and organization

- Supporting event administration, including ticket sales, mapping and preregistration using ticketing, project management and digital design platforms
- Providing assistance, information and support for the Better Impact system, including database entry, promotion and maintenance of volunteer and organization information
- Assisting with the promotion and recruitment of volunteers for Volunteer Leduc programs, events and projects
- Managing Volunteer Leduc tracking systems and coordinating regular reports and statistics
- Supporting programs, events and projects in alignment with the City's strategies and guiding documents
- Providing information and assistance to community organizations, including maintaining current contact information and responding to organizational support requests
- Supporting the development of policies and processes through information gathering, proofreading and monitoring important deadlines
- Monitoring and supporting project management tools to assist with the successful delivery of programs, projects and events
- Providing primary support to the Grants to Organizations program lead for year-round processes and monitoring
- Coordinating and maintaining the street-side sign program, including promotion and information related to programs, projects and events
- Supporting Municipal Grants processes as required and directed by the Supervisor or Manager, Community Development
- Prioritizing and incorporating assigned projects and emerging community, departmental or Council needs into existing work plans
- Providing administrative support to the Community Development Business Unit and its portfolios
- Providing backup administrative support to Council advisory boards and committees assigned to the Community & Social Development department, including preparing and distributing meeting packages and taking minutes
- Monitoring and maintaining program, event and project statistics, reporting requirements, records retention, budget tracking, financial requests, MasterCard reconciliations and filing systems
- Assisting with the preparation and compilation of tenders and requests for proposals, grant submissions, tracking and reporting of municipal grants, and related budget and resource requirements
- Organizing and attending meetings, including calendar management, scheduling, agenda preparation, meeting notes and other meeting arrangements
- Preparing, proofreading and formatting various documents and assisting with the preparation of presentations
- Providing input into improvements to workflow processes, policies and procedures
- Ordering office and program supplies as required
- Promoting a healthy, safe and productive work environment by following City and department safety standards, procedures and practices
- Serving as the designated Main Marshal for the Community Development Business Unit and carrying out life-safety and emergency response responsibilities in accordance with the City's Emergency Response Plan
- Supporting Emergency Social Services activities, including field guide activities, training and activations, as required
- Performing other related duties as assigned

Who you are?

You bring:

- A college or university degree or diploma in a related field of study is preferred, such as Community Development, Events Management or Community/Culture Programming
- Minimum 2 years of related experience
- Previous municipal or local government experience is an asset
- Class 5 driver'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
- Ability to work effectively as part of a team
- Excellent proofreading skills, including grammar, spelling, punctuation, business correspondence and report writing
- Ability to take and transcribe minutes and summarize discussions
- Considerable knowledge of software applications, particularly Microsoft Office, including Outlook, Excel, Word and PowerPoint
- Experience using virtual meeting platforms
- Strong organizational skills and attention to detail
- Ability to prioritize competing needs and adjust priorities as required
- Strong interpersonal and communication skills to work effectively with internal and external stakeholders

What we Offer?

At the City of Leduc, we believe in taking care of our people. Here's what you can expect:

- Competitive hourly pay: \$32.60 – \$40.75 per hour
- Recreation Pass: A City of Leduc recreation pass, including access to drop-in programs.
- Free Parking: On-site free parking for employees
- Employee Family Assistance Program

Important Notes!

- The successful candidate must provide a current Criminal Record Check at their own expense
- This position requires flexible hours and may include occasional evening and weekend work based on event and program requirements
- This position involves working both in an office environment and at event locations, including occasional outdoor work and event setup and takedown

Ready to Join Us?

If you're ready to contribute to meaningful community initiatives, support events and programs, and help create a vibrant, dynamic and enriching community, we'd love to hear from you.

Apply today at: www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on **October 09, 2026**. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

At the City of Leduc, we are committed to a workplace where diversity is valued, inclusion is intentional, and everyone feels a sense of belonging. We welcome applications from all qualified individuals and recognize the diverse backgrounds, perspectives, and experiences that strengthen our team. If you require assistance or accommodation during the recruitment process, please contact us at Careers@leduc.ca.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.