

Economic Development Officer

Job Description

High Prairie Regional Economic Development Committee

FIELD	DETAILS
Position Title	Economic Development Officer
Classification	Full-Time, Permanent (1.0 FTE)
Reports To	High Prairie CAO / Regional Economic Development Committee (REDC)
Location	Town of High Prairie, Alberta (with regional travel)
Posting Date	2026
Salary Range	\$84,000 – \$109,000

ABOUT THE REGIONAL ECONOMIC DEVELOPMENT COMMITTEE

The Big Lakes County and Town of High Prairie Regional Economic Development Committee (REDC) is a joint initiative of Big Lakes County and the Town of High Prairie, established to advance shared economic development priorities across north-central Alberta. Grounded in the 2026 Regional Strategic Economic Development Plan, the REDC is committed to a collaborative, evidence-based approach to economic resilience, business retention and expansion, workforce attraction, and community renewal.

While this position reports directly to the CAO of High Prairie, it essentially serves both municipalities and the broader region simultaneously, requiring the ability to navigate multiple governance structures, priorities, and stakeholder relationships while maintaining a unified, forward-looking regional perspective.

POSITION SUMMARY

The Economic Development Officer (EDO) is a senior practitioner responsible for the day-to-day implementation of the Regional Strategic Economic Development Plan. Working across Big Lakes County and the Town of High Prairie, the EDO leads business retention and expansion programming, investment readiness initiatives, stakeholder engagement, intergovernmental collaboration, and sector development activities in close coordination with elected officials, CAOs, community partners, and Indigenous communities.

The ideal candidate brings demonstrated experience working in a rural or remote Canadian context, a strong understanding of the unique economic and social dynamics of small and rural communities, and a proven track record of managing complex, multi-stakeholder relationships across more than one jurisdiction simultaneously.

KEY RESPONSIBILITIES

Business Retention and Expansion (BR&E)

- Design, implement, and maintain a structured regional BR&E program engaging existing businesses, major employers, small and medium enterprises (SMEs), and emerging entrepreneurs.
- Conduct regular business visitation programs and needs assessments in coordination with elected officials from both municipalities.
- Track and respond to business concerns, expansion opportunities, and reinvestment signals within 90 days of identification.
- Compile and maintain a regional economic indicator dashboard tracking employment, business activity, housing, investment, and population trends for reporting to both Councils.

Investment Readiness and Land Inventory

- Lead the development and maintenance of a region-wide industrial and commercial land and building inventory, including servicing capacity, ownership status, and investment readiness profiles.
- Respond to and facilitate inbound investor and developer inquiries across both municipalities, coordinating with planning and municipal administration staff.
- Identify and promote opportunities for adaptive reuse, infill development, and light-touch redevelopment across the region.

Intergovernmental Collaboration and Advocacy

- Lead coordinated economic development advocacy efforts on behalf of both municipalities to senior levels of government, including the Province of Alberta and the Government of Canada.
- Build and maintain relationships with key partners in both municipalities.
- Represent the region in provincial economic development networks, rural economic development forums, and grant program discussions.

Sector Development

- Support priority sectors identified in the Regional Strategic Economic Development Plan.
- Support the attraction of complementary and allied health service providers.
- Encourage and facilitate value-added industries to both municipalities that enhance current and future employers.

Reporting and Administration

- Prepare and deliver quarterly reports to both municipal CAOs and Councils, including progress on the work plan, regional indicators, and measurable outcomes.
- Maintain a regional economic development work plan updated annually and reviewed quarterly.

QUALIFICATIONS

Required

- Post-secondary degree or diploma in economic development, business administration, public administration, marketing, or a related field — OR — an equivalent combination of education and experience.
- Minimum five (5) years of progressive economic development experience, with at least three (3) years in a rural or remote Canadian community or region.
- Demonstrated experience working simultaneously across multiple municipal or regional jurisdictions, managing competing priorities and reporting relationships.
- Proven experience implementing or managing a Business Retention and Expansion program.
- Knowledge of Alberta's municipal governance environment, the Municipal Government Act (MGA), and intergovernmental funding programs available to rural Alberta communities.
- Experience developing and managing contribution agreements and program reporting.
- Strong written and verbal communication skills, with the ability to prepare reports and presentations for elected officials and community stakeholders.
- Valid Class 5 driver's licence and reliable access to a vehicle; willingness to travel within and beyond the region.

Preferred

- Certified Economic Developer (Ec.D.) designation or active pursuit of the designation through Economic Developers Alberta (EDA) or the Economic Developers Association of Canada (EDAC).
- Experience with Indigenous community relations and economic development partnerships in a northern or rural Alberta context.
- Familiarity with northern Alberta resource industries including forestry, oil and gas, and agriculture.
- Experience with investment readiness tools, land inventory systems, and economic profiling platforms.
- Demonstrated ability to build consensus among municipal councils, private sector partners, and community organizations with differing priorities.

Contact

Please send your cover letter and résumé to: cao@highprairie.ca by no later than October 30th at 4:30pm.