

Cultivate Your Career



ECONOMIC DEVELOPMENT OFFICER – INVESTMENT ATTRACTION & GROWTH PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Economic Development
Location	29 Sir Winston Churchill Avenue
Salary	\$79,053 - \$97,296 per annum
Closing Date	March 10, 2024

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Economic Development department as the Economic Development Officer-Investment Attraction & Growth.

Reporting to The Manager, Investment Attraction & Growth, this position will aide with initiatives aimed at supporting the department's mandate of driving economic growth and increasing financial sustainability and community prosperity in St. Albert.

The key responsibilities will include:

- Assisting with the development and execution of investment attraction initiatives and implementation of the City's Investment Attraction Strategy.
- Supporting the Investment Attraction & Growth branch as a representative, key contact, and liaison between the City of St. Albert and the private sector, as well as economic development-related organizations and government agencies.
- Assisting with and administer initiatives and events that support broader departmental goals.
- Collecting, analyzing, and reporting on industry data, maintaining an inventory of non-residential properties in St. Albert, utilizing corporate software for market

research, and supporting departmental research needs.

- Collaborating with the Business Retention and Expansion branch to support overarching department objectives and corporate priorities.

The person we seek is passionate about building relationships with clients and partners, promoting St. Albert to target audiences, conducting market research, and driving new investment, businesses, and development to our city.

QUALIFICATIONS

- A Bachelor's Degree in a field related to economic development, such as business administration, investment attraction, land development, marketing, sales management, commercial real estate, or land use planning, coupled with a minimum of one (1) year of relevant experience in areas of economic development, sales, marketing, customer relations management, or commercial/ industrial development and/or commercial real estate. Alternatively, a 2-year Diploma in a related discipline, paired with a minimum of three (3) years of related experience.
- Certification(s) in economic development, land use planning, land development, real estate or project management would be considered an asset.
- Proficient in database management with additional expertise in strategic planning, project management, report writing, and municipal government
- A valid Class 5 Drivers License and a personal vehicle for work use is required.

COMPENSATION

\$79,053 - \$97,296 per annum. The City of St. Albert offers a generous and comprehensive benefit package including a defined benefit pension plan.

HOURS OF WORK

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We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off [RDO] every two weeks). This position may be required to work occasionally in the evening or weekends to meet urgent requirements.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their resume along with a cover letter explaining how your background and accomplishments will meet the needs of the City of St. Albert via our employment website www.stalbert.ca/employment

CLOSING DATE

March 10, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.