

ECONOMIC DEVELOPMENT OFFICER

Position ID: J1017-0332

Job Title: ECONOMIC DEVELOPMENT OFFICER

Job Type: Full Time

Department: Economic Development

Number Of Positions: 1

Closing Date: November 3, 2017

Min Salary: \$84,373.00/Year

Max Salary: \$105,466.00/Year

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, learning, ownership, and encouraging the heart. We are searching for another team member who will help us get to the next level.

Business Unit Information:

The Airdrie Economic Development department has another exciting opportunity for an experienced, positive and highly energetic Economic Development Officer. In this position you will work collaboratively within a high functioning team, and report directly to the Team Leader of Economic Development.

As part of the Economic Development Team, your strong interpersonal skills and professional style will be integral to the job as you will be interacting with internal and external stakeholders. The ability to build relationships with local businesses, investors and community partners is crucial to your success.

You will be responsible for assisting in the implementation of the department's annual business plan to meet both Council and Corporate strategic goals. Creativity and strong written and verbal communication skills will be required as you develop and coordinate a variety of programs and services in the areas of investment attraction, business development, marketing and research and information services.

Primary Accountabilities Include:

- Developing, implementing and managing strategies and project plans in a wide variety of areas including, but not limited to, investment attraction, entrepreneurial development, business support services, post-secondary education and workforce training, marketing and social media, business satisfaction survey, broadband, target sectors, tourism, placemaking, real estate and land development
- Supporting in the implementation of a 10-year economic strategy
- Providing assistance and referral services to new investors and local businesses, including assisting with zoning, permitting, and real estate inquiries
- Responding to inquiries and generating business leads. Working with business owners, investors, realtors and developers to pursue these leads
- Representing the department at local events and delivering presentations about economic development services and the Airdrie market
- Promoting Airdrie to external audiences at events, conferences, trade shows and other investment attraction venues
- Conducting, analyzing and interpreting research on local businesses, community prospect companies, economic impacts, economic development best practices and industry and business trends
- Working with community partners to implement programs and initiatives
- Working collaboratively with internal departments on policies, programs and services that would benefit local businesses

Education/Experience Requirements:

- An undergraduate degree in a discipline related to economic development (communications, marketing, business admin.)

- Ideally hold or be working toward Ec.D. or C.EcD certification
- 5-10 years of experience working directly in the economic development field
- Experience developing and implementing strategies, programs and services that meets the needs of the business community
- Broad knowledge of current economic development, investment attraction and planning issues in the Calgary region, and the ability to obtain knowledge of related provincial and federal government legislation, programs and services
- Valid Alberta driver's license and access to a vehicle is required
- Knowledge of Airdrie and its business community an asset
- Experience working in economic development with a municipality is preferred

Skills and Attributes:

- Exceptional customer service skills with experience providing advice and assistance to businesses, from start-ups, investors and established firms
- Demonstrated written and verbal communication skills (writing, presentations, proposal/grant writing and marketing)
- Well-developed interpersonal skills with the ability to form collaborative relationships
- Excellent leadership and decision making skills
- Display a high degree of professionalism at all times (confidentiality, tact and diplomacy)
- Outstanding dependability, initiative and creativity
- Strong organizational skills and attention to detail
- Self-motivated, proactive and independent
- Ability to work in a cooperative team environment involving many internal and external stakeholders, tight deadlines and challenging levels of expectations
- Project management experience with the ability to balance a number of projects and priorities at once, and ability to cope with changing demands and last minute tasks
- Demonstrated problem solving and investigational skills with the ability to develop actionable strategies and plans to achieve significant economic outcomes
- Genuine desire to work with people

Additional Information:

This is a full time position (37.5 hours per week) and includes a comprehensive benefits and pension package.

Please include a cover letter with your application, describing any specific areas of expertise and interest; experiences working with businesses; programs and services you have either developed and/or facilitated.

Ability to travel and work occasional weekends and evenings is required.

Application Process:

Candidates are invited to apply online at www.airdrie.ca.