

# ECONOMIC DEVELOPMENT COORDINATOR

The Town of Morinville, close to the cities of Edmonton and St. Albert, is a vibrant, growing community developed on the foundations of a rich heritage. With a population approaching 9,000 and an operating budget in excess \$11 million, Morinville has a healthy business and residential community that offers an excellent quality of life in a small town setting.

Over the past several years, the Town of Morinville has spent considerable time and effort preparing a solid, responsive and strategic planning foundation for advancing the community and growing the economy. With this important foundation in place, it's time to proceed with the implementation phase.

The Town believes the most effective way to initiate and sustain this implementation is to add a skilled professional to the Planning and Development Department with a background in economic development, planning, investment and municipal finance. In addition to their individual responsibilities, the Economic Development Coordinator would also provide direct support to the Planning and Development Director in realizing this implementation.

Within this context, the successful candidate will enjoy the opportunity to take immediate action on targeted, quick wins and, once fully familiar with the community, apply their expertise in the development of an appropriate and effective economic development strategy to address the Town's intermediate and longer term vision and plan.

## DUTIES AND RESPONSIBILITIES:

- Work closely with the Director to help secure the businesses and developments already identified as being immediately required in the Morinville market.
- Work collaboratively with existing and prospective businesses/investors to support and grow a prosperous business environment. Crucial to this function is building upon the already strong and productive relationship between the Town and the Morinville & District Chamber of Commerce.
- Active and collaborative participation in a team environment where planning and economic development work hand-in-hand.
- Promote the Town's readiness for development based on its solid planning foundation, infrastructure capacity, community attributes and sound municipal finances.
- Research and provide up-to-date information for existing and prospective businesses, investors and residents.
- Analyze key economic, community infrastructure and fiscal drivers to ensure all opportunities for new development as well as any gaps/obstacles to the opportunities are identified.
- Identify, promote and facilitate the development of linkages and partnerships to further advance the development of Morinville's economy.
- Work collaboratively with sub-regional partners to develop and implement sub-regional initiatives.
- Assist in determining and articulating Morinville's role and best fit moving forward within the Capital Region.
- Determine and promote the ways in which economic development is supported through the work undertaken by all other municipal departments.
- Work closely with communications and community development/promotion resources both internal and external to the Town to develop and maintain marketing and promotional materials.
- Coordinate with key staff to maintain a current database of information.
- Stay current with and promote best practices.

## REQUIREMENTS:

- Three or more years of professional experience in business/economic development in the development of actionable business growth or investment attraction strategies with proven results.
- Preference will be given to those with a post-secondary certificate/degree in a field related to Business Administration, Economic Development and/or Planning. Equivalencies will be considered.
- Designation of (or actively working toward) Certified Economic Developer (Ec.D) and/or Registered Professional Planner (RPP) is an asset.
- Extensive working knowledge of all requirements, tools, instruments and mechanisms associated with and available to both economic development and planning.
- Exceptional interpersonal skills and communication skills (both speaking and writing)
- Experience in preparing economic development strategies and other strategic planning documents.
- Advanced analytical, issue management and negotiation skills.
- A clear Vulnerable Sector Criminal Record Check will be required prior to commencement of employment.

## COMPENSATION:

The high-level energy and expertise demands of this full time permanent position will be compensated with an attractive salary range of \$73,306 - \$92,223. We offer a comprehensive benefits package including pension, workplace development and great opportunities for employees to become involved in the community.

## PLEASE SUBMIT RESUMES VIA EMAIL, FAX OR MAIL TO:

Human Resources, Town of Morinville  
10125-100 Avenue, Morinville, AB T8R 1L6  
Email: [hr@morinville.ca](mailto:hr@morinville.ca) | Fax: 780-939-5633 | Web: [www.morinville.ca](http://www.morinville.ca)

**This competition will remain open until a suitable candidate is found.**

The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.

