



**Claresholm**

<b>Job Title</b>	Economic Development Assistant		
<b>Manager's Job Title</b>	Economic Development Officer	<b>Salary Grade</b>	\$18.00/hour
<b>Department</b>	Economic Development	<b>Date Created</b>	March 1, 2021

## Economic Development Assistant

### Reports To

Primary Supervisor – Economic Development Officer

Secondary Supervisor – Claresholm & District Chamber of Commerce Executive Board

### Job Summary

The Economic Development Assistant (EDA) is a 30-hour per week position with the Town of Claresholm. The EDA will be under the direct supervision of the Economic Development Officer (EDO) of the Town of Claresholm with work tasks for 15 hours per week to be as requested by the Claresholm & District Chamber of Commerce Executive Board.

### Competencies

- Proven reliability, honesty, and punctuality
- Confidence speaking in person, and on the phone
- Ability to work alone, with a team, and in a leadership role
- Proficient in the use of Microsoft Word, Excel, and PowerPoint
- Effective research, and summary of information
- Abilities in social media management are an asset

### Work Conditions

- Hours of work are 30 hours per week and typically between the hours of Monday to Friday 8:00 am to 4:30 pm with a 1-hour unpaid lunch break. Some evenings, weekends, and Holidays are required.
- Working primarily out of your own office at the Claresholm Town Office
- Some duties require being outside for extended periods of time
- Frequent interaction with employees, management, and the public
- Operation of desktop/laptop computer with extended periods of sitting and/or standing
- Must be able to lift up to approximately 40 lbs.

## **Job Duties for Town of Claresholm**

- Secretary to the Town of Claresholm Economic Development Committee
- Administrative support for the Economic Development Officer, including telephone calls, emails, calendar, and in-person visitors.
- Assist with the responsibilities of major projects including the Rural & Northern Immigration Pilot
- Event planning for the Town of Claresholm Canada Day, Fair Days Street Festival, and New Year's Eve Skate events.
- Economic development committee representative on the Welcoming Claresholm Committee
- Record, organize, and maintain data and contacts using Microsoft Excel
- Create letters and documents using Microsoft Word, Excel and Power Point
- Gather and summarize research online, on the phone, and in person
- Review, copy, and scan documents for record keeping
- Maintain a high level of confidentiality and professionalism
- Seek out new grants, partnerships, and other opportunities
- Contribute to the successful business retention and expansion, investment attraction, tourism attraction, and community economic development in Claresholm.

## **Job Duties for Chamber of Commerce**

- Responsible for front-line reception including phone, email, calendar, social-media messages, and in-person visits.
- Secretary for the Claresholm & District Chamber of Commerce Board of Directors, Chamber Membership meetings, and sub-committees.
- Administrative support to the Board of Directors including distribution of materials, summarization of documents, communications, and creation of reports.
- Ordering and maintaining office supplies and equipment in coordination with the Town of Claresholm
- Management and updating of the Chamber website
- Management and effective promotion and use of Chamber social media platforms.
- Planning and execution of all Chamber events with support of the Board
- Regular membership communication, support, and recruitment
- Assist the Treasurer in the maintenance and reporting of budget, accounts payable and accounts receivable.
- Maintain a strong understanding of the strategic plan and goals
- Seek out and apply for new grants, partnerships, and other opportunities
- Performs other duties as assigned

### **APPLICATION:**

Please submit resumes to Lisa Chilton, Human Resources Administrator with the Town of Claresholm, By April 9<sup>th</sup>, 2021 at 4:00pm. [lisa@claresholm.ca](mailto:lisa@claresholm.ca) P.O Box 1000, 221 – 45 Ave West (until March 30<sup>th</sup>), 111 – 55 Ave West (from March 31<sup>st</sup> onward), Claresholm, AB T0L 0T0.