

Job Title	Economic Development Assistant	Claresholm	
Managers Job Title	Economic Development Officer	Salary Grade	\$22-27.00/hour
Department	Economic Development	Date Created	May 1, 2023

Economic Development Assistant

Reports To

Economic Development Officer

Job Summary

The Economic Development Assistant (EDA) is a dynamic role with a variety of responsibilities to support the Economic Development Officer (EDO), administrate immigration programming, support community events, and contribute to the overall community economic development of Claresholm. This position includes working with Town of Claresholm staff and partners, local employers, community volunteers, Claresholm residents, and immigrants in the community. Responsibilities will require working in the office, working outside, and scheduled evening and weekends.

Competencies

- Proven reliability, honesty, and punctuality
- Confidence speaking in person, and on the phone
- Proficient use of Microsoft Word, Excel, PowerPoint, and Outlook
- Timely, accurate communication/scheduling using phone, email, and in-person
- Effective research, and ability to summarize information
- Attention to detail when creating or reviewing documents
- Professionalism at all times, and confidentiality when required
- Positive attitude, ability to work effectively alone, and with a team
- Experience with the creation of reports, agendas, and meeting minutes
- Skills in Mailchimp, Canva, Google docs, or other online tools is an asset
- Experience with event planning, immigration, and settlement is an asset
- We also like to have fun

Work Conditions

- 35-hours/week, Monday-Friday, 8:30 am to 4:30 pm, 1-hour unpaid lunch
- Working primarily out of own office at, 111 – 55 Avenue West, Claresholm.
- Scheduled evenings, weekends, and holidays (Canada Day) will be required
- Indoor/outdoor events often involve moving tables, chairs, large tents, pop up banners, projectors, speakers, food, drink, or other items.
- Frequent interaction with employees, business owners, and the public
- Operation of desktop/laptop computer, extended periods of sitting or standing
- Fast paced environment, changing priorities, and moving targets.
- Must be able to lift up to approximately 40 lbs.

Job Duties

- Administrative support for the EDO, as directed
- Secretary to Economic Development Committee
- Attend and support the Welcoming Claresholm Committee
- Administrate immigration programs under the supervision and support of the EDO and related government offices (on the job training will be provided)
- Attend/support the Willow Creek Immigrant Services meetings and activities
- Publish a bi-weekly Economic Development Bulletin using MailChimp
- Maintain, review, and improve information relating to business licensing
- Maintain accurate data and contacts using Excel, Outlook, and other software
- Create letters and documents using Word, Excel Power Point, and other
- Summarize research or meetings, online, on the phone, and in person
- Review, copy, and scan documents for record keeping
- Seek out grants, partnerships, and other economic development opportunities
- Assist the Engagement Coordinator and EDO in the success of Winterfestival, Canada Day, Spread the World, Fair Days, New Year's Eve, and other events.
- Contribute to the business retention and expansion, investment attraction, tourism attraction, and community economic development in Claresholm.
- Contribute to the equality, diversity, inclusivity and welcoming for the Town of Claresholm residents, immigrants, temporary workers, and their families.

APPLICATION:

Please submit resumes to Lisa Chilton, Human Resources Administrator with the Town of Claresholm, by May 29, 2023 to: lisa@claresholm.ca P.O Box 1000, 111 - 55 Ave west, Claresholm, AB, T0L 0T0.