



TOWN OF CLARESHOLM - JOB POSTING

TEMPORARY FULL-TIME TERM

ECONOMIC DEVELOPMENT ASSISTANT

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.

Reports directly to the Economic Development Officer.

Term of employment: Approximately June 12th, 2023 to March 31st, 2025.

Monday to Friday 8:30 a.m. – 4:30 p.m. with one hour unpaid lunch (schedule will vary when events are happening), 35 hours per week.

Qualifications:

Education:

- Minimum Grade 12;

Experience:

- Experience working with event planning an asset
- Experience in public speaking an asset
- Experience with technical writing an asset
- Experience in working as a member of a team.

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/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 MS Word, Excel Power Point, and other software
- Summarize research and meetings; online, on the phone, and in person
- Review, copy, and scan documents for record keeping
- Seek out grants, partnerships, and opportunities relating to community economic development

- Assist the Engagement Coordinator and EDO in the success of the Winter Festival, Canada Day, Spread the World, Fair Days, New Year's Eve, and other events.
- Contribute to the business retention & expansion, investment attraction, and tourism in Claresholm.
- Be a leader in maintaining and creating programs and activities that improve the equity, diversity, inclusivity, and welcome reception that immigrants, temporary workers, and all residents experience in Claresholm.

Wage Rate: \$22-\$27 per hour dependant on experience and education.

APPLICATION:

Please submit resumes to Lisa Chilton, Human Resources Administrator with the Town of Claresholm, by May 29, 2023 to: lisa@claresholm.ca with "Economic Development Assistant" in the subject line.

Or mail to: P.O Box 1000, AB, TOL OTO.

Or deliver to: 111 - 55 Ave West, Claresholm

Posting is open until May 29th, 2023, or until a suitable candidate is found.

See the Town's website, claresholm.ca, for full job description.