



## ECONOMIC DEVELOPMENT OFFICER

### The Job

The Town of Edson is seeking an experienced and motivated Economic Development Officer to lead the delivery of our economic development program. This key role is responsible for driving business attraction and retention, supporting local industry, promoting tourism, and managing the Town's Business License system. The position involves building strong relationships with businesses, developers, government partners, and tourism stakeholders while identifying and implementing strategies that support sustainable economic growth and community development. This is an exciting opportunity to shape the future of the Town through strategic planning, project management, and collaborative engagement. Please refer to the attached job description for a more detailed description of the role.

### The Candidate

The ideal candidate is a strategic thinker, strong communicator, and relationship builder with a passion for supporting local economies and growing vibrant communities. Experience working in a municipal setting is considered a strong asset, along with a proven ability to navigate complex projects and foster meaningful partnerships. You will represent the Town at regional events and conferences, develop targeted marketing and investment materials, and work closely with internal and external partners to deliver results. Your leadership will help strengthen the local business environment, attract new opportunities, and enhance the overall economic well being of the community.

In addition to the above, we are looking for applicants who possess:

- University Degree or diploma in Commerce, Economics or Marketing.
- Combination of Certified Economic Developers (CEcD) from the International Economic Development Council and/or Ec.D. designation from the Economic Developers Association of Canada.
- 1-3+ years experience within an economic development setting.
- Familiarity with municipal, provincial, and federal legislation, regulations and regulator agencies relevant to this role.

### About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an



environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

## What do we offer?

### Compensation

The wage range for this position is \$84,600 to \$104,400, per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

### Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

## How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202508 by July 20, 2025.

In your cover letter, tell us about how you build relationships, take initiative, prioritize accountability and grow through feedback. Lastly, we'd like to know why this position interests you and what draws you to the Town of Edson.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

**Send your cover letter and resume to:**

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

*Be sure to quote Competition Number: EDSOM-202508*



**Position Description**  
Corporate Services  
**Economic Development Officer**

**General**

Reporting to the General Manager, Corporate Services, the Economic Developer Officer is responsible for the successful delivery of the Town of Edson's economic program; including local business support and retention; business attraction and retention; and management of the Town Business License system.

**Primary Responsibilities and Authority**

**General Duties**

- Manage projects related to Economic Development initiatives as directed by Council and Senior Leadership.
- Communicate with stakeholders, administration and Council, including presenting, correspondence and promotional material.
- Attend community and regional events, tradeshow, conferences and meetings related to economic development.
- Build strategic partnerships and collaborative relationships with stakeholders, community members, and other governmental organizations.
- Analyze, organize and present statistical data as it pertains to economic development.
- Be a strong community advocate and leader.
- Collaborate with many internal and external stakeholders to achieve desired outcomes.
- Manage the Town's Business Licensing system.

**Investment Attraction**

- Develop and implement a Business Attraction program.
- Maintain the ChooseEdson website and compile and update data relevant to investment attraction.
- Develop and maintain the Community Facts for distribution to investors and for research purposes.
- Determine opportunities for business and economic development and identify strategies and plans to aid in the furthering of capturing these opportunities.
- Work with the Town's Communications team to develop and distribute marketing and promotional material directly related to attracting investment into the Town.
- Be the lead on advancing the Town's housing strategy by recommending approaches to implement actions outlined in the report as directed by Council.
- Build relationships with current developers and potential developers to encourage/gain more development and growth in Town in accordance Town policy direction and strategic goals.

**Business Retention, Support and Local Industry Relations**

- Develop and implement programs to support business retention and expansion in collaboration with businesses and business support organizations.



- Work closely with businesses and business support organizations including but not limited to Chamber of Commerce, West Yellowhead Community Futures and the Government of Alberta.
- Cultivate collaborative relationships with industry stakeholders working in partnership to deliver the Town's Strategic Goals related to economic development and tourism.

#### **Tourism**

- Work with tourism stakeholders to build and market experiences to visitors of the region.
- Manage marketing and social media campaigns to promote experiential products and development to increase visitation to the Town of Edson.
- Work directly and indirectly with groups, organizations, committees and businesses that relate to tourism.

#### **Human Resources, Team Management, and Leadership**

- Foster a team environment which inspires hard work, dedication, collaboration, and fun supporting a positive organizational culture.
- Responsible for maintaining a working environment which includes integrity, trust, and respect in accordance with Town policies.

#### **Financial and Budgetary**

- Recommend and/or evaluate purchase requirements to the General Manager, Corporate Services.
- Assist with preparation of department annual operating budgets that work towards the municipality's strategic priorities.
- Authorize purchases and accounts within assigned limits.

#### **Corporate/Administration**

- Understanding role within adopted policies, procedures and bylaws and ensuring they are followed in decision making and in the delivery of services.
- Assist the General Manager, Corporate Services with reports for the Department initiatives and projects to Senior Leaders.
- Respect and uphold organizational and staff confidentiality.

#### **Health and Safety**

- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Advise the General Manager, Corporate Services of all Health and Safety concerns.
- Ensure that all Safe Work Practices and Procedures are followed.
- Act upon all reports of any unsafe conditions, potential work hazards or incidents.

#### **Qualifications**

#### **Core Competencies**

- Foster positive and professional engagement with public stakeholders where necessary.



- Work with Communications to ensure organizational consistency in communicating to the public.
- Attend and present at Council, Committee, or external agency meetings as required. Ensure reports and recommendations are well researched, accurate, and comprehensive.
- Provide honest and respectful feedback to Town Council and other stakeholders as required.
- Ability to work with various levels of the organization and build relationships within a multi- disciplinary environment.
- Demonstrated ability to exercise discretion and tact and to maintain a high degree of confidentiality and professionalism.
- Excellent organizational skills required to deal with a high volume of varied needs.
- Ability to work varied hours including evenings and weekends when required.
- Valid Class 5 driver's license in good standing.

### Job Requirements

- University Degree or diploma in Commerce, Economics or Marketing.
- Combination of Certified Economic Developers (CEcD) from the International Economic Development Council and/or Ec.D. designation from the Economic Developers Association of Canada.
- 1-3+ years' experience within an economic development setting.
- Familiarity with municipal, provincial, and federal legislation, regulations and regulator agencies relevant to this role
- Municipal government experience will be considered an asset.

*Alternative combinations of education and experience which demonstrably provide the required knowledge, and skills may be eligible in certain circumstances.*

### Working Conditions

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input type="checkbox"/> Long Hours <input type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings