

Town of Ponoka Employment Opportunity

ECONOMIC DEVELOPMENT OFFICER

The Economic Development Officer ensures that the approved Economic Development Business Plan is implemented within the specified resources and budget process. The EDO will also be directly involved in the Town's marketing, communications, and promotion.

Under the direction of the CAO and in working closely with the Chair and members of the Ponoka Economic Development Board, this person will be required to perform duties in the following areas:

- Business Retention, Expansion, and Attraction
- Communications, Marketing and Tourism
- Administration

The position requires frequent attendance at meetings of Council, the Economic Development Board, as well as the various committees of the EDB. Some weekend, evening and early morning meetings will be required. Occasional travel may be required.

The successful applicant for this out of scope position will have:

- strong verbal and written communication skills
- team building and facilitative skills
- strong research, planning, scheduling and coordination skills
- skills in client service and negotiation
- education and experience in business development, tourism, or marketing
- previous experience with municipal government would be an asset.

Forward a detailed resume including work and character references and salary expectation to:

Town of Ponoka
5102 – 48th Avenue
Ponoka, AB T4J 1P7
Attention: Chief Administrative Officer
Fax: 403.783.4086 Email: bwatson@ponoka.org

Position is open until a suitable candidate is found.