

**MUNICIPAL DISTRICT OF BIG
LAKES
ECONOMIC DEVELOPMENT OFFICER**

The Municipal District of Big Lakes invites applications from qualified persons for the position of Economic Development Officer. This position will be a one year contract with the possibility of a one year extension that will include a benefit package. Working Monday – Friday from 8:15am – 4:30pm We are seeking an individual with the vision, energy and perseverance to develop new initiatives.

Reporting to the CAO, the Economic Development Officer will be responsible for the administration, planning, implementation and promotion of Economic Development in accordance with policies and procedures of the Municipal District. Actively pursue leads that would benefit the M.D. and Town of High Prairie.

Qualitification:

University degree in commerce/business administration OR equivalent combination of education and experience

Must be assertive, self motivated and able to provide leadership

Excellent oral and written communication skills

Ability to effectively work with M.D. Council, staff, government officials, local businesses and the general public

Ability to prepare grant applications

Familiarity with business and tourism marketing, promotion and development

Salary grid will be \$59,044 to \$75,147 depending on experience, education and training relating to the position of Economic Development Officer

Deadline for applications is September 16, 2011 at 4:30pm Please submit cover letter, resume and reference to:

Bill Landiuk, Acting CAO
M.D. of Big Lakes
Box 239
High Prairie, Alberta T0G 1E0 or

E-mail cao@mdbiglakes.ca
Phone 780-523-5955
Fax 780-523-4227