

Economic Development Officer

Some jobs ask you to maintain the status quo. This isn't one of them. The Town of Peace River is looking for an ambitious, relationship-focused Economic Development Officer to help build the future of our community.

You'll have the chance to shape programs, influence strategy, build meaningful relationships with local businesses, and help attract new investment to one of Alberta's most welcoming and opportunity-rich communities.

If you thrive on connecting people, solving problems, championing communities, and turning ideas into action, we'd love to hear from you.

Why Peace River?

Nestled in the breathtaking Peace River valley, Peace River offers something that's becoming increasingly difficult to find: an exceptional quality of life.

Imagine:

- A five-minute commute.
- Endless outdoor recreation.
- A thriving arts and culture scene.
- A welcoming business community.
- The opportunity to make a visible impact every single day.

Here, you'll have the chance to help shape the future of an entire community while enjoying a lifestyle that balances meaningful work with exceptional living.

About the Role

Reporting to the Manager of Planning & Development, you'll lead and coordinate initiatives that support business attraction, business retention, investment, entrepreneurship, and community growth. This is a collaborative role that works across municipal departments, alongside local businesses, regional partners, developers, government agencies, and community organizations. You'll also support the Town's Economic Development Committee and play an important role in implementing Council's economic development priorities.

What You'll Bring

- Post-secondary education in Economic Development, Business Administration, Commerce, Economics, Marketing, Planning, or a related discipline.
- Strong organizational, communication, and relationship-building skills.
- Excellent written and verbal communication abilities.
- Strong computer skills, including Microsoft Office.
- Valid Class 5 Driver's License.
- Satisfactory Criminal Record Check.

We'd Love to See

- Experience in municipal economic development or community development.
- Certification through a recognized economic development organization (such as Ec.D., CECD, or equivalent).
- Experience working with businesses, investors, developers, or community organizations.
- Grant writing and project management experience.
- Knowledge of municipal planning, development processes, and provincial funding programs.
- Experience working with immigration, workforce attraction, or business support initiatives.
- Incident Command System (ICS) training is an asset (training can be provided).



TOWN OF
PEACE RIVER
ALBERTA

Full Time • Permanent Employment

Starting Salary: \$83,051—\$91,960
annually

Hours: Monday to Friday
37.5 hours per week
Weekends and Evenings as
required.

Closing Date: Open until a suitable
candidate is found.

Help Shape the Future of One of Alberta's Most Beautiful Northern Communities.

If you're passionate about community development, excited by the opportunity to attract investment and support local businesses, and ready to make a lasting impact, we'd love to hear from you.

The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified candidates.

Qualified applicants are invited to forward their resumes, in confidence, to the address below (**quote Competition # 23/019**).

Employee Services Manager
Email: hr@peaceriver.ca

*We thank all participants for
their interest, however only
those who are
selected for an interview will be
contacted.*