



Flagstaff County is recruiting for the seasonal position of:

Economic Development Summer Intern

Flagstaff County is a prominent Agricultural producing region located in east central Alberta. Our rural “Community of communities” has a population of 8,361 which is inclusive of the eight towns and villages within the region. Our peaceful, enjoyable, family oriented municipality is located approximately 150 km southeast of Edmonton with our office located near Sedgewick.

Interested candidates are encouraged to submit a resume along with a cover letter by mail or email to:

Flagstaff County
12435 Township Road 442,
PO Box 358
Sedgewick, AB T0B 4C0

Contact:
Jenalee Waring
Economic Development Officer
Email: jwaring@flagstaff.ab.ca
Direct: (780) 384-4152

Thank you to all applicants for your interest in Flagstaff County; however only those chosen for an interview will be contacted.

Summary of Position:

The Economic Development Summer Intern will assist with the planning and execution of regional economic development projects. Projects will focus on business retention and expansion, entrepreneurial support and marketing and branding. Our ideal candidate boasts a positive attitude, an energetic spirit and a passion for community. They also enjoy planning and executing events within the Flagstaff Region, are savvy with social media and technology, and have a desire to learn.

Key Responsibilities:

1. Assist with planning and executing department events, projects and marketing strategies.
2. Attend meetings with local businesses and industries to assist with determining needs and opportunities within the Flagstaff Region.
3. Work collaboratively with regional Economic Development and Tourism Organizations, and all towns and villages within the Flagstaff Region.
4. Assist with research and administration of grant applications for economic, business and community development.
5. Assist with the preparation of information for attraction and retention of business, industry and residents in the Flagstaff Region.
6. Prepare correspondence, documents, reports and newsletters as requested.
7. Any other duties that may be requested by the Supervisor.

Qualifications:

1. Preference given to a recent graduate from a post-secondary institution in Alberta, or have applied to and/or registered for Fall enrollment.
2. Must be available to work a minimum of 12 weeks between May 1st and August 31st, 2023
3. Self-motivated, proactive, energetic and goal-oriented with superior interpersonal and public engagement skills.
4. Strong affinity for, and the desire to learn about, economic and community development in rural Alberta.
5. Ability to establish and maintain effective working relationships.
6. Ability to perform a variety of tasks and prioritize the use of time to meet deadlines.
7. Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication, organizational and accuracy skills.
8. Proficiency in Microsoft Office applications.
9. Valid class 5 driver's license.

Position Type: Seasonal (May 1 to August 31, 2023)
Rate of Pay: \$22.30 — \$25.20 per hour
Hours of Work: Monday to Friday, 8:00am — 4:00pm, 7 hours/day
(some overtime may be required)
Closing Date: March 24th, 2023