



ECONOMIC DEVELOPMENT OFFICER

Competition #: CC01152026EDO

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

We have an exciting opportunity for a **full-time Economic Development Officer** to join our team.

THE OPPORTUNITY

Reporting to the General Manager of Planning and Intergovernmental Relations, the Economic Development Officer will focus on strengthening the local economy by building strong relationships with existing businesses to support their retention and growth, assist with coordinating businesses and planning and development processes, and delivering programs and events that promote economic development and community prosperity. The position will prepare reports and presentations for Council and Committees, as well as provide project support on major economic development initiatives.

This position is ideal for a candidate who enjoys a mix of outreach, project coordination, research, and event delivery, and who is passionate about supporting a thriving local economy.

QUALIFICATIONS

The successful candidate will ideally hold:

- A university degree (or certificate) in Economic Development, Planning, Business, or related field.
- A minimum of two (2) years of economic development, business relations or business planning experience, preferably in a local government setting.
- Event planning and coordination experience preferred.
- Proven ability to develop and maintain effective working relationships with a wide variety of stakeholders.
- Take initiative and exhibit both integrity and professionalism while representing the County.
- Have excellent organizational, communication and problem-solving skills
- Enjoy working collaboratively with a wide range of people.
- A relevant combination of education and experience may be considered.

WHY CYPRESS COUNTY?

Cypress County offers a highly attractive total compensation package, including:

- Competitive salary and excellent benefits.
- A 37.5-hour work week.
- Support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

HOW TO APPLY

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Friday, Feb. 6, 2026 to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

Subject Line Example: Competition CC01152026EDO – First Last

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*