



Cypress County
EMPLOYMENT OPPORTUNITY

ECONOMIC DEVELOPMENT AND RECREATION COORDINATOR

Cypress County is a rural municipality in the southeast corner of Alberta. The majority of the county's 1.3 million hectares are utilized for agricultural purposes, including high intensity irrigated cropping. Oil and gas activities plus the Canadian Forces Base Suffield are other major components of the area's economy.

The county's 7,800 residents live on farms, acreage subdivisions and in 10 small urban communities. Cypress County promotes a relaxed rural lifestyle and a safe community for families. Along with the City of Medicine Hat, CFB Suffield and Cypress Hills Provincial Park, this area is a great place to live and work.

We have an exciting new opportunity for a full-time permanent Economic Development and Recreation Coordinator. Working under the direction of the Chief Administrative Officer, this individual is responsible for promoting and marketing the Cypress County region to encourage business development and increase tourism. In addition, the position's focus is on building community capacity and business development while fostering economic prosperity, recreation development and population growth. Compensation for the position is based on education & experience.

Required qualifications include the following:

- Bachelor's degree in business administration, marketing, commerce, economic, recreation or related field.
- Minimum three (3) years' experience in a non-profit or municipal environment, preferable in a rural setting.
- Proven ability to work professionally and establish and maintain effective working relationships with a wide range of stakeholders including businesses, government, and various community organizations.
- Excellent verbal and written communication skills.
- Proven ability to prioritize, problem solve, organize, and manage time effectively to meet deadlines.
- Previous experience related to event hosting, tourism attraction, marketing/promotion and business attraction is preferred.
- Strong computer skills in a windows environment utilizing Microsoft Office software such as Word, PowerPoint, Excel and other related software.
- A proven track record of establishing and maintaining effective working relationships.
- Familiarity with the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIPP) is an asset.
- A valid Alberta Class 5 motor vehicle operator's license with acceptable driving record.
- A management approved equivalent of education and experience may be considered.

If this opportunity interests you, please forward your resume and cover letter no later than
4:30 p.m. on Friday, November 25, 2022 to competitions@cypress.ab.ca

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