

TOWN OF MAYERTHORPE

ECONOMIC DEVELOPMENT/COMMUNICATION OFFICER

PART TIME POSITION

Town of Mayerthorpe has a part time position available for an Economic Development/Communications Officer. Position to commence on or after July 2, 2019. Reporting directly to the Chief Administrative Officer, this position will be responsible for the overall coordination of the Town's economic development goals and objectives, preparation of agenda packages and minute taking, and coordination of the Town's public information and community relations functions.

Ideal candidate for this position will possess the following competencies: a certificate in economic development, business administration or marketing, a certificate in communications, public relations or media relations, and possess the ability to work well independently and in a team environment.

This is an hourly position based on 21 hours per week flexible work schedule. The hourly rate for this position is between \$20.08 and \$23.26 plus 4% vacation pay. Work week is based on 7 hours per day between Monday and Friday, with the exception of some evening and weekend commitments.

As a condition of employment a criminal record check must be provided.

Town of Mayerthorpe thanks all respondents; however, only those selected for an interview will be contacted.

Closing Date: This competition will remain open until a suitable candidate is recruited.

Resumes: Mail, Fax, E-mail, or drop off at Town Office:

Town of Mayerthorpe
4911 – 52nd Street
Box 420
Mayerthorpe, Alberta
T0E 1N0
Attention: Karen St. Martin, CAO

E-Mail: cao@mayerthorpe.ca

Fax: 780-786-4590