



Economic Development Assistant

Temporary, Contract (until December 31, 2027)

Application Deadline: 11:59 pm February 1, 2026

"Gateway to Northern Rocky Mountain Adventure"!

Showcasing the best in outdoor adventure, Mackenzie truly is a great place to live, work and play! While located in a tranquil wilderness setting, this vibrant community is home to a variety of retail stores, restaurants and hotels. Mackenzie offers some of the most affordable housing in the province ensuring that you can enjoy a positive work life balance.

The District of Mackenzie is currently accepting applications for the position of **Economic Development Assistant**. This is an exciting role with exposure to a wide variety of interesting functions within the Economic Development space. The **Economic Development Assistant** supports the Economic Development Coordinator and Director of Corporate Services with economic and community development planning and initiatives, grant writing, policy research and development. A focus for this role will be completing the "Invest in Mackenzie" project which includes developing and implementing targeted marketing campaigns and will require some travel.

To be successful in this role, you will have post-secondary education in a related field and relevant prior experience. An equivalent combination of education and experience will be considered. Strong communication skills and the ability to work collaboratively in a professional environment are essential. You should have general knowledge of computer applications, be able to navigate social media in a professional capacity and be proficient in Microsoft Office applications. Experience with social media platforms and design tools such as Canva is considered an asset.

The District of Mackenzie offers a competitive and attractive compensation package with a salary of \$70,000 plus 4% in lieu of benefits. In addition, the successful candidate will benefit from continuing education opportunities. If you would like to join our dynamic and dedicated team, we look forward to hearing from you! Please submit your resume and cover letter detailing your experience and qualifications to:

District of Mackenzie

Attn: Corrine Higgins, Human Resources Coordinator

Email: chiggins@districtofmackenzie.ca

Questions? Please call 250-997-3221 or email above.

We value a talented and innovative workforce that represents our vibrant community spirit and are committed to creating a diverse, inclusive, and accessible work environment. We thank all applicants in advance for your interest in joining us at the District of Mackenzie, however only those short-listed will be contacted.