

Senior Project Coordinator
Program Services 4

Employment, Immigration and Industry, Edmonton – The Rural Development Branch within Employment, Immigration and Industry is responsible for supporting the implementation of the Alberta’s Rural Development Strategy (RDS). Working with key stakeholders, the Rural Development Branch advances rural initiatives, coordinates government responses, and supports rural policy development.

The Senior Project Coordinator’s primary responsibility is to identify and advance projects that respond to a number of priority outcomes identified in the RDS. This involves developing and leading projects, extending rural research and rural development information, engaging stakeholders, implementing policy and building partnerships. This position is also responsible for supporting a number of other organizations and initiatives designed to advance rural development in Alberta.

The Senior Project Coordinator works as part of a team, interacting with others in federal, provincial, and municipal governments, community and business leaders and rural organizations to strengthen rural communities and contribute to rural development and Ministry goals.

Excellent written and oral communications skills, as well as strong project management and research skills to complete multiple, complex projects in a timely manner are required. Other essential competencies for this position include the ability to think critically and creatively, and the ability to work collaboratively in a team environment.

Qualifications: A university undergraduate degree (Master’s degree preferred) in a related field, such as rural development, rural sociology, agricultural economics or business, plus at least four years of progressively responsible related experience in policy analysis, project management, community and economic development, and/or social science research is required. Experience with computer applications including Microsoft Office is required.

Transportation is required for some travel within the province.

Note: Final candidates will be asked to undergo a security screening. Equivalencies will be considered. This competition may be used to fill future vacancies. Candidates with lesser qualifications may be considered at a lower level of classification and salary. Interviews will be held during the week of June 25, 2007.

Salary: \$56,832 - \$74,496 per annum

Closing date: August 17, 2007

Open Competition

Competition No.

Online applications are preferred. To apply, submit your cover letter which clearly demonstrates how you meet the requirements and resume quoting the competition number to www.gov.ab.ca/jobs or send to Windy Willier, Human Resources Assistant,

Alberta Employment, Immigration and Industry, 3rd Floor, Centre West Building, 10035-108 Street, Edmonton Alberta T5J 3E1 or fax: (780) 427-1018.

We appreciate the interest of all applicants, however, only those selected for an interview for this competition will be contacted.