

April 2, 2009

## **Project Coordinator** **Program Services 2**

**Alberta Finance and Enterprise, Calgary** - Alberta Economic Development Authority (AEDA) within Finance and Enterprise is a unique private and public organization focused on building the long term economic performance and prosperity of Alberta. Members include business, academic, and regional leaders who work as a team with government to design strategies, review policy and advise the government on issues related to business competitiveness and the future economic prosperity of Alberta.

Reporting to the Project Manager, your role as Project Coordinator will be to work as part of a team interacting with various levels of government, community, and business leaders to support the economic performance and prosperity of Alberta. Your primary responsibilities will be to conduct background research, consult with stakeholders, and coordinate the work of external consultants and writers. You will organize and coordinate agendas and follow up on committee meetings. Additionally you will assist in planning and coordinating AEDA events, forums and workshops, prepare briefing notes, and manage the website and databases for AEDA.

To complete multiple, complex projects in a timely manner, you will demonstrate excellent written and oral communications ability, and utilize strong project management and research skills. You will apply your expertise in electronic information management and knowledge of strategic information networks and database sources.

**Qualifications:** A related degree (Business, Commerce or Management preferred) combined with experience in project management, marketing, community and economic development. Good knowledge of the Alberta economy and its place in the Canadian and North American economies is essential. Experience with business development and/or policy analysis and managing websites is preferred. Equivalencies considered.

**NOTE:** Final candidates will be asked to undergo a security screening. This competition may be used to fill future vacancies.

[Click here for position profile](#)

Online applications are preferred. To apply online, visit [www.jobs.alberta.ca](http://www.jobs.alberta.ca) or use the direct link below. Please quote the competition number and the position you are applying for when submitting your application. Applicants who apply online will receive an e-mail acknowledging receipt of their application.

**Salary:** \$50,856 - \$66,708  
**Closing Date:** April 16, 2009  
**Competition No.:** **055704**  
**Type of Competition:** **Open Competitions** are available to the general public and current Alberta public service employees. You must be a Canadian Citizen, permanent resident or eligible to work in Canada.

**Apply online:** Please apply for this competition using the secure application link below. The secure application provides the most up to date web security and helps to ensure the information in your application is protected.

**APPLY ONLINE FOR THIS POSITION: [Secure Application](#)**

**The HR contact for this competition is: Jim Steinhauer, Sr. Human Resource Consultant at Alberta Finance and Enterprise, Room 546, Terrace Building, 9515 - 107 Street, Edmonton, Alberta, T5K 2C3.  
Phone: (780) 427-3070; Fax: (780) 422-0421.**

We thank all applicants in advance; however, only individuals selected for interviews will be contacted.  
Interviews will start the week of April 27, 2009.

*For further information about Alberta Finance and Enterprise, see our website at <http://www.finance.alberta.ca>*