



# Job Posting: Economic Development Coordinator

Company: Progressive West Consulting

Location: Lethbridge Alberta, Hybrid work environment

Compensation: \$25 - \$30 per hour (commensurate with experience) | 35 hours/week

Vacation: 15 days per year

Additional benefits for health and fitness.

## About Us

Progressive West Consulting is a dynamic firm working with municipalities, Indigenous communities, and regional organizations across Alberta to support sustainable economic growth, investment attraction, and strategic development. We offer a collaborative team environment, meaningful work, and the opportunity to shape the future of communities across Western Canada.

## Position Overview

We are seeking a detail-oriented, self-motivated Economic Development Coordinator to join our team. This individual will support economic development initiatives for multiple client communities and contribute to project execution, research, stakeholder engagement, and communications. The work will be widely varied.

## Key Responsibilities

- Assist in the coordination and delivery of municipal and regional economic development projects
- Conduct research, analyze economic data, and prepare reports and presentations
- Support business retention, investment attraction, and workforce development initiatives
- Maintain contact databases and manage outreach to businesses and stakeholders
- Contribute to grant writing and reporting activities
- Coordinate stakeholder meetings, engagement sessions, and promotional events
- Assist with marketing content and social media for client communities
- Track and report on key project milestones and deliverables
- Assist with implementation of administrative tasks throughout the company



## Required Skills & Qualifications

- Post-secondary education in Economic Development, Business, Public Administration, Political Science, Marketing, or a related field
- Proven ability to work independently and with minimal oversight while consistently meeting deadlines
- Ability to communicate effectively and professionally with a wide range of clients both in writing and in person
- Strong written and verbal communication skills
- Experience with Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Canva
- Excellent organizational skills and ability to manage multiple projects simultaneously
- Attention to detail, adaptability, and problem-solving capabilities
- Experience in rural or regional development (asset)
- Familiarity with municipal government structures (asset)
- Experience working with LLMs and AI platforms to maximize efficient output (asset)

## Other Requirements

- Must have access to a reliable vehicle and valid driver's license (occasional travel required)
- Must be based within commuting distance of Lethbridge, Alberta
- Must have a reliable internet connection and the ability to work from home (corporate office space is available and hybrid work is expected).

## How to Apply

Submit your resume and a brief cover letter outlining your interest and relevant experience to:  
[peter.casurella@progressivewestc.com](mailto:peter.casurella@progressivewestc.com)

## Start Date and Deadline

Applications are requested by Monday March 16<sup>th</sup>. An April 2026 start date is preferred.