



WEYBURN REGIONAL ECONOMIC DEVELOPMENT

Posting

Position: Economic Development Officer

Job Status – Full-Time Permanent

Job Order # 6268286

DATE: January 5, 2026

JOB SUMMARY

The Economic Development Officer (EDO) is expected to initiate, advance, coordinate, participate, evaluate, and report on investment attraction, and development initiatives for the betterment of the economic position of the region. The EDO is responsible for developing, implementing, monitoring, and reporting on strategic economic initiatives and will implement and follow the Weyburn Regional Economic Development (WRED) Strategic Plan. This role holds a lead position in activities and initiatives that will attract investment and business opportunities to the City of Weyburn and the Rural Municipality of Weyburn and will actively support business retention and expansion activities. General responsibilities include managing and implementing projects and programs that support residential, commercial, industrial development and land sales.

SUMMARY OF RESPONSIBILITIES

Strategy and Planning

- Participate in the development of economic development strategies and long-range plans.
- Develop, implement, monitor, and report on an Economic Development Strategic Action Plan.
- Undertake analysis and evaluation of economic and business development opportunities and identify strategies to pursue them.
- Compile and update relevant economic data, statistics (demographics, market trends, forecasts).
- Evaluate the impact of government legislative, policy, and program changes, revising strategies accordingly.

Business Attraction and Retention

- Act as a primary contact and facilitator for business attraction and retention.
- Pro-actively establish and maintain relationships with local business owners and prospective business clients.
- Consult local business owners to understand their needs and concerns.
- Secure funding for economic development activities and programs.
- Develop and manage programs and services designed to foster business investment.
- Support new and existing business development and retention with information, funding, and networking as necessary.

Marketing and Promotion

- Market and promote the City of Weyburn and the Rural Municipality of Weyburn investment attraction opportunities.
- Develop resources to support, implement, and monitor effective marketing strategies.
- Identify the need for and develop promotional and marketing tools to promote Weyburn Regional Economic Development.

Project Facilitation and External Relations

- Work with various City of Weyburn and Rural Municipality of Weyburn departments (e.g., Planning, Tax Assessment, Bylaw) to ensure a team approach in supporting the navigation of new or existing businesses through planning approval and start-to-completion processes.



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- Build and develop relationships with various public and private sector representatives in order to grow the local economy and support economic goals
- Develop and maintain active contact with regional, provincial, and federal business and economic development organizations and government agencies to stay up-to-date with current programs and services.

Administration

- Serve as the principal staff liaison to the Weyburn Regional Economic Development (WRED) Board.
- Lead the implementation, and periodic updating of the economic development strategy.
- Schedule meetings; prepare and circulate agenda packages, and record minutes for the WRED Board.
- Provide written and oral reports to City of Weyburn and Rural Municipality of Weyburn Councils.
- Liaise with senior leaders within the City of Weyburn and the Rural Municipality of Weyburn, by responding to their needs in a timely fashion.
- Maintain confidentiality in accordance with municipal Policies, Code of Conduct, and the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)

SUPERVISORY MANAGEMENT - No supervisory responsibilities

JOB REQUIREMENTS

EDUCATION

- A Post-Secondary Diploma or Degree in Economics, Business Administration, Marketing Finance or Economic Development from a recognized institution.
- A Valid Saskatchewan Class 5 Driver's License and acceptable Driver's Abstract is required.

EXPERIENCE

- Three to five (3-5) years of applicable experience within a municipal or government environment, or equivalent experience in community-based economic and business development. Experience in private sector business development would also be considered an asset.
- Extensive knowledge of community economic development theories and practices.
- Experience with business planning and market analysis.
- Knowledge of local, provincial, and national business, industry, marketing, and economic practices as they apply to initiatives.

SKILLS AND COMPETENCIES

- Exceptional interpersonal communication, presentation, and marketing skills.
- Strong verbal and written communication skills; ability to speak clearly and concisely.
- Proven prioritization, planning, and multi-tasking skills.
- Ability to negotiate sensitive issues related to economic development, business retention, and expansion.
- Strong computer skills, including working knowledge of Microsoft Office Suite (Outlook, Word, Excel).
- Ability to be progressive, forward-thinking, and creative.
- Ability to think and act strategically in a political and community-service environment.

Ethics

- Ability to maintain a high standard of ethics and confidentiality.



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Integrity

- Accountable.
- Adherence to policy and procedure.

Collaboration

- Ability to establish and maintain effective working relationships with business prospects, local business owners, community stakeholders, and representatives of other levels of government.
- Capacity to build strong external alliances/partnerships.
- Supportive of team members.

Communications

- Strong motivational abilities, marketing skills, and a commitment to knowledge-sharing.
- Ability to resolve concerns or complaints.

Community Focus

- Strong focus on customer service.
- Commitment to champion the mission and values of the WRED Board.

WORKING CONDITIONS

- The position is primarily office-based. Normal working hours are typically Monday to Friday (e.g., 8:00 am to 4:30 pm). However, the incumbent will be required to attend meetings, special events, and activities outside of regular business hours. Occasional overnight travel for conferences or business purposes may be required.
- Travel is required regularly to other municipal sites as needed for programs/events and travel (by car) to attend conferences is required.

Additional Information:

- **Job Status** – Permanent Full-Time
- **Classification** – Out of Scope
- **Wage**: Competitive Wage and Benefits
- **Application Deadline** – January 19th, 2026

TO APPLY: Identify in your cover letter the position you are interested in including the Job Order # and submit your resume & cover letter directly to:

Weyburn Regional Economic Development
Electronic resumes to: careers@weyburn.ca

The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.