



FULL-TIME EMPLOYMENT OPPORTUNITY

Town of Kerrobert

Economic Development Officer

The Town of Kerrobert appeals to residents, families, entrepreneurs and investors with its outstanding location, family-oriented environment, excellent recreation facilities and numerous services. Located at the junction of Highways #21, #31 and #51, Kerrobert offers the opportunity to enjoy a quieter, safer lifestyle while still being within a day's trip of four major cities.

The Town of Kerrobert is seeking an Economic Development Officer who will be the face of the community's economic development, community connection, resident attraction and business growth efforts. This position will be a part of a new direction and renewed focus for Kerrobert: encouraging people to choose our community as a place to live, invest, grow a business and build a future.

The successful candidate will work with Council, Administration, the Chamber of Commerce, local businesses and community partners to attract, build and sustain our business sector. Strong marketing, communication, promotional and social media skills are required. The successful candidate must be positive, team-oriented, outgoing and organized, with the ability to set and meet goals, plan and promote community events, and represent Kerrobert in a professional and enthusiastic manner.

Duties include economic development initiatives, business and resident attraction, community marketing, planned events, maintaining a strong social media and online presence, providing coverage for the office assistant as needed, various clerk duties and other duties relevant to the position as assigned.

Previous experience in economic development, municipal government, business development, marketing, communications, event planning or community engagement will be considered an asset.

This position is full-time at 35 hours per week. Flexible hours may be required to attend Chamber meetings and to plan, promote and run community events.

The Town of Kerrobert offers a competitive salary, an incredible work environment and an excellent benefit package.

A full job description is available from the undersigned. Qualified applicants should send a cover letter and resume to the Town of Kerrobert at:

Tara Neumeier
Chief Administrative Officer
Box 558
Kerrobert, SK S0L 1R0
cao@kerrobert.ca

We sincerely thank all applicants for their interest; however, only candidates under consideration will be contacted.

Closing date is July 30, 2026, and the competition will remain open until the position is filled.

The Town of Kerrobert works in a team environment and cross-trains its employees to perform multiple duties.