

Discover Your Next Planning Role in Northern Alberta

Are you looking for the next step in your career in economic development, strategic planning, or municipal leadership? Northern Alberta is calling!

Imagine living in a place where the long summer days stretch into unforgettable nights, and the beauty of the Northern Lights dances across the sky above you. In this stunning, close-knit community, your work goes far beyond reviewing development applications and administering policies. You'll help shape how our community grows, develops, and thrives for generations to come.

Why Northern Alberta?

Endless Summer Days

Enjoy long, golden hours with vibrant sunsets that inspire creativity and rejuvenate your spirit. The area offers a variety of active living opportunities for everyone, including camping, quadding, snowmobiling, hunting, and fishing. High Level offers pristine lakes and rivers and is the gateway to outdoor adventures across Northern Alberta and the Northwest Territories.

Breathtaking Northern Lights

Witness one of nature's most spectacular displays as the northern sky transforms into a canvas of colour and wonder.

A True Sense of Community

Join a place where neighbors are friends and your work has a direct impact on the future of the community. Your planning expertise will help guide development, support responsible growth, and create opportunities for residents and businesses.

Make a Difference

Your work isn't simply processing applications. You'll play an important role in shaping neighborhoods, supporting investment, implementing Council's vision, and ensuring the community develops in a thoughtful and sustainable way.

Set Down Roots

Northern Alberta offers a unique opportunity to build a fulfilling life and career in a region rich with opportunity. High Level is alive with festivals, rodeos, sporting events, and recreational activities for all ages. Experience the rich Indigenous cultures that help define our region and celebrate the many First Nations events and traditions throughout the year. This isn't just a job, it's a chance to **live, plan, and thrive** in one of Alberta's most extraordinary regions.

Ready to help shape the future of Northern Alberta? Your story starts here.

The Opportunity

Reporting to the Director of Planning and Development Services, the Planner, Economic Development & Strategic Projects leads and supports strategic initiatives that advance the Town's economic growth, investment readiness, community development, and long-term sustainability.

As a key member of the Planning and Development Services team, you will:

- Lead economic development and tourism initiatives that support business growth and diversification.
- Build relationships with businesses, investors, government agencies, and regional organizations.
- Research, prepare, and implement plans, policies, studies, and strategies that support economic and community development objectives.
- Identify, pursue, and administer grant and funding opportunities.
- Prepare reports, presentations, and recommendations for Council, Committees, and Administration.
- Facilitate stakeholder engagement, partnerships, and community consultation activities.

The full job description is available www.highlevel.ca/jobs

What We're Looking For

Your educational background includes a degree in Urban Planning, Economic Development, Public Administration, Community Development, Business Administration, Geography, Public Policy, or related discipline. APPI regulated membership preferred, or membership in one of the Provincial & Territorial Institutes and Associations (PTIAs) for the Canadian Planning Profession. Regulated members include Candidate and Registered Professional Planner members of APPI or any other PTIA. Membership with an economic development organization such as EDAC or EDA would be considered an asset.

Your experience includes:

- Three to five years of progressively responsible experience in economic development, municipal planning, strategic initiatives, project management, community development, or a related field.
- Experience leading and coordinating multi-stakeholder projects.
- Experience preparing reports, funding applications, policies, and presentations for senior leadership, boards, committees, or Council.
- Experience working with municipal plans, strategic initiatives, and public engagement processes.
- Grant writing, funding administration, and municipal government experience would be considered strong assets.

Equivalent combinations of education and experience may be considered. *We welcome applications from early-career professionals, recent graduates, and individuals with diverse backgrounds and experiences. If you are excited about this opportunity and believe your education, experience, or transferable skills have prepared you for this role, we encourage you to apply, even if you do not meet every qualification listed.*

You must possess a valid Class 5 Driver's License and be available to attend occasional evening or weekend meetings.

What We Offer

In exchange for your education, experience, enthusiasm, and desire to make a difference, the Town offers:

- Competitive salary (2026 wage range: \$88,668.78-\$109,051.42)
- Comprehensive benefits package
- Local Authorities Pension Plan (LAPP)
- Three weeks of vacation to start with annual northern allowance of \$6,240
- Professional development opportunities
- A collaborative and supportive workplace culture
- *Relocation support may be available for candidates relocating to High Level from elsewhere in Canada*

For more information about our community and organization, please visit highlevel.ca.

Interested candidates should submit a cover letter and résumé to:

Barb Wilton

Human Resources Consultant

hrconsultant@highlevel.ca

This position will remain open until filled. Early applications are encouraged, as submissions will be reviewed as they are received.