



## **Job Description – Coordinator, External Relations**

### **Job Description**

Calgary Economic Development (CED) is an opportunity-maker, helping to spark and fuel Calgary's growth. Our mandate is to position Calgary for long term economic success, through the expansion, retention and attraction of companies, capital and talent. We offer a wealth of information to help everyone succeed and we tirelessly promote Calgary, in Canada and around the world. We are passionate about our role in shaping and sharing Calgary's story - a place of blue sky thinking and unexpected opportunities.

### **Job Summary**

The External Relations Coordinator will support CED's outreach and engagement activities with the government that advance the organization's goals. This position reports to, and works closely with, our Senior Director of Communications and External Relations.

### **Key Responsibilities**

- Monitor news and relevant government activities (press conferences, news releases, consultations, social media, legislative proceedings and funding opportunities).
- Analyze relevant information to CED's mandate and work in partnership with internal teams to prepare internal and external memos, government submissions and briefing materials for senior leadership.
- Act as a liaison with internal/external partners, including regulatory bodies, industry partners, and government agencies.
- Work with senior leadership and Executive Office to manage travel arrangements and coordinate logistics for meetings and events with government.
- Update and maintain stakeholder database and outreach lists using CRM software.
- In partnership with the Events and Communications teams, plan and execute external events (e.g. roundtables, fireside chats, missions).
- Work with the Events Team and external vendors to arrange audio/visual equipment and catering and book venues.
- Provide support with event setup (signage, food and beverage)
- Develop and send invitations and liaise with government and other external partners to ensure successful execution of events

### **Let's Talk About You**

You communicate with clarity, organize with precision, and collaborate with ease. Whether you're preparing briefing materials, coordinating stakeholders, or supporting events, you bring

professionalism, diplomacy, and a strong ability to manage multiple priorities at once. You're comfortable with Microsoft Office, client databases, and project management tools — and you're motivated by work that contributes to Calgary's long-term economic success.

### **Education**

Bachelor's degree in Political Science, Public Policy or related field.

### **Experience**

Minimum of 2 years of progressively responsible experience in government relations, public policy, and/or community outreach.

Experience in developing, communicating, and implementing outreach plans.

### **Key Competencies**

- Strong research skills with a proven ability to distill complex information.
- Strategic approach, critical thinking and strong problem-solving skills to arrive at creative and innovative outreach activities.
- Able to exercise discretion, judgment, diplomacy and confidentiality.
- Superior interpersonal and communication skills.
- Sound relationship building skills and demonstrated ability to work cooperatively with peers, other departments, government and community partners.
- Technical knowledge with Windows XP, MS Word, Excel, and PowerPoint.
- Experience in using and maintaining client database.
- Excellent project management skills with demonstrated success in planning, organizing and managing projects and events; experience using Monday.com is an asset.
- Strong ability to work under pressure with competing deadlines and to handle numerous priorities at once.
- Strong understanding of government processes with strong political acumen.
- Analytical skills with the ability to determine how government decisions impact Calgary's economy and CED.
- Strong writing and editing skills with the ability to write clearly and concisely for internal and external audiences.



### **What's In It For You?**

CED offers more than a competitive base salary to our employees. We have a comprehensive benefit plan that includes 100% employer paid benefit premiums, RRSP's, a health care spending account, and a generous vacation and flex time policy. We are committed to our employee's mental health and offer resilience training with Headversity, free counselling with an EAP program, in addition to paramedical coverage through our medical benefits plan.

CED encourages and supports life-long learning and professional development. Employees are encouraged to access up to \$2500 per year of funded professional development training opportunities. If you are looking for purpose driven work and are interested in joining us on our mission to diversify Calgary's economy, we invite you to apply.

### **EDI Commitment Statement:**

Calgary Economic Development celebrates diversity and is committed to advancing Equity, Diversity and Inclusion (EDI). Through EDI, we create a path to success for all our employees, where they have equal opportunity for advancement, have the voice to contribute to our collective growth and development and work in an inclusive environment.

We strongly believe in accessibility in the work we do and welcome requests to make the hiring process as accessible as possible. Accommodations are available for candidates on request during all aspects of the selection process. Please advise at any point and we will do our best to work with you to meet your needs.

Calgary Economic Development adheres to the Alberta Human Rights Code. We encourage applications from Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Please be aware that Calgary Economic Development is committed to having a safe work environment.

### **To Apply:**

Interested candidates should submit their cover letter and resume in confidence to: [calgaryeconomic.bamboohr.com/careers](https://calgaryeconomic.bamboohr.com/careers) by **03:00pm, March 23, 2026**.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.