

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**TOURISM COORDINATOR
(Full Time/Permanent)**

The City of Corner Brook is currently accepting applications for the permanent position of Tourism Coordinator. This position reports directly to the Manager of Community Services and is primarily responsible for promoting tourism in the Corner Brook area and leading various economic development initiatives pertaining to tourism and special events.

Responsibilities and duties of this position includes, but is not limited to: leading, developing, and assisting in the implementation of City goals, objectives, policies, and procedures related to tourism activities; leading current tourism initiatives including STAR (Strategic Tourism for Areas and Regions); engaging with local businesses, agencies, and other stakeholders pertaining to tourism; and coordination of special events within the city. This position also assists the Manager of Community Services with proposal development for grants and funding related to tourism, conducting research and preparing reports, and identifying new opportunities for increased tourism economic benefits. The Tourism Coordinator will also develop marketing and information materials, tourism packages to promote local businesses, and provide regular tourism related updates to the City's website and social media. In addition, the position is responsible for leading capacity building workshops, engaging with stakeholders, attending trade shows to promote the city, supervising tourism and event initiatives, and providing a critical resource to support local tourism assets. Various projects and events will also require the Tourism Coordinator to provide effective monitoring and reporting of expenses as well as coordination and supervision of contractor, volunteer, and City resources. The successful applicant may also be required to handle media requests, including television and/or radio interviews and other related duties and responsibilities as assigned.

The successful candidate will possess a minimum of a bachelor's degree or diploma from an accredited college or university in economic development, business administration, marketing, tourism, or a related field with at least four years of experience in the tourism and events industry. An equivalent combination of education and experience may be considered. Individuals must possess strong leadership, supervision, computer, written/verbal communication, and time management/organizational skills and have the ability to work independently on multiple initiatives in a fast-paced, high profile, confidential environment. As the Tourism Coordinator is responsible for promoting unique opportunities and engaging with the public and stakeholders, the successful candidate will have a positive personable attitude with strong customer service skills, initiative, and an ability to think creatively, unimpeded by conventional constraints.

Classification: Non-Union
Salary: Salary will be commensurate with education and experience
Closing Date: A review of resumes will begin on December 24th, 2018
Competition No: 2018-54

Please submit résumés, **giving complete details of qualifications**, to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; email hr@cornerbrook.com.

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.