

**CITY OF CORNER BROOK
CAREER OPPORTUNITY**

**Tourism Development Assistant
(Full Time – Permanent)**

The City of Corner Brook is presently accepting applications for the full-time permanent position of **Tourism Development Assistant** with the Department of Community, Engineering, Development & Planning (Tourism Sector). This position will report to the Tourism Coordinator, and is responsible for supporting the Coordinator and the efforts of the City’s tourism and business sectors in the development of the City’s tourism sector. The Tourism Development Assistant will liaise with various internal and external stakeholders for the purpose of gathering and communicating information necessary for project coordination within the divisions.

Duties and responsibilities: Major duties will include but not be limited to coordinating and delivery of multiple activities at different locations while organizing work to meet project deadlines. Attending project meetings and presentations and completing any associated follow-up documentation. Arranging meetings and scheduling appointments; receiving visitors and calls for information requests, directing calls and/or relaying information to the appropriate parties; making travel arrangements and conference reservations; monitoring and maintaining office supplies for the divisions. Meeting daily with the Tourism Coordinator to review and advise on the status of ongoing assignments and to receive direction in carrying out ongoing and future projects. Liaising and following up with staff where required to ensure projects are delivered on time. Assist with production of promotional materials, displays, and presentations. Within the boundaries of City communications policies and protocols, assisting with the administration of social media accounts, including the creation, scheduling, and monitoring of social media posts and messages. Assesses, develops, recommends and implements programs that will enhance the City of Corner Brook’s profile and digital imprint and reputation as a tourism destination. Assisting with the delivery of City-owned tourism attractions, such as the Mill Whistler street train program. Other related duties and responsibilities as assigned

Qualifications: Possess a diploma in Business Administration or a related field from a recognized post-secondary institution. A minimum of three (3) years of experience in an administrative role, preferably in a municipal environment or with relevant tourism-industry experience. A minimum of three (3) years of experience in a role related to project coordination. The ideal candidate will be a creative thinker with experience in customer service and product design. Should have experience in minute-taking. Must possess strong computer skills. Must have excellent written communication skills. Must have exceptional time management/organizational skills. Must have the ability to work in a fast-paced environment. Must be mindful of provincial privacy legislation and be prepared to keep private City and stakeholder information in strict confidence.

Normal City work hours are daily Monday to Friday (8:30 a.m. – 4:30 p.m.) Incumbent may be expected to work after hours and weekends as per the City’s overtime policy and C.U.P.E 768 Collective Agreement.

SALARY: \$22.29/hr (Probationary) - \$24.77
CLASSIFICATION: C.U.P.E. Local 768
CLOSING DATE: Resume review will commence May 13, 2022. Competition will remain open until suitable candidate is found.
COMPETITION NO: 2022-20

Please submit résumés **giving complete details of qualifications** to the Human Resources Office, via E-mail at careers@cornerbrook.com

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