

Tourism Dawson Creek –Job Posting

Tourism Dawson Creek is seeking a very talented individual to fill the position of “**TOURISM DEVELOPMENT COORDINATOR**”. This position will start on February 6, 2012.

Qualifications: Relevant degree in Tourism/Marketing with related experience. This position demands excellent inter-personal skills, project management skills, effective facilitation skills, strong writing and communication skills and the ability to work unsupervised. Candidate must also have strong computer skills, high levels of dependability, adaptability and diligence, be a strong self-starter, and have their own reliable transportation. Occasional travel is required for this position.

Organization: Tourism Dawson Creek is the recognized Destination Management Organization (DMO) for the City of Dawson Creek with emphasis on development and management of the tourism industry. Tourism Dawson Creek is a division of the Northern BC Tourism Association.

Duties & Responsibilities: The Tourism Development Coordinator is responsible for the implementation of the Dawson Creek Community Tourism Plan. Duties include, but are not limited to: administer the operations of Tourism Dawson Creek, the Visitor Centre, and the Alaska Highway House; coordinate destination marketing initiatives on behalf of community tourism stakeholders; work with tourism industry partners to advance research; foster cooperation and cross promotion with area operators including itinerary and package development; respond to media and travel trade requests; understand online digital marketing and social media; represent Dawson Creek at trade and consumer shows; prepare proposals to secure funding for special projects; understand how budget goals are accomplished by monitoring expenses and revenues of all operational activities.

Salary will commensurate with experience, and a benefits package is included.

Competition: will close at 4:00 p.m. on January 18th. Candidates who are short-listed will be contacted for an interview.

Please forward applications to April Moi, Northern BC Tourism at april@nbctourism.com.

