



Position Title: Tourism Development Assistant

Supervisor Title: Dustin Bodnaryk, Tourism Development Coordinator

Hours: 35-40 per week

Wage: \$14.00 per hour

SUMMARY

Under the general direction of the Tourism Development Coordinator, the Tourism Development Assistant will be responsible for the effective functioning and maintenance of all administrative systems for the office, assist in the preparation, implementation, execution and evaluation of special projects, and assist with provision of services and information, and manage the day to day operations of the Alaska Highway House.

DUTIES AND RESPONSIBILITIES

Alaska Highway House:

1. Responsible for the day to day operations of Dawson Creek premier attraction the Alaska Highway House.
 - Be an ambassador to Dawson Creek and the Alaska Highway House.
 - Promote local tourism products, services, and events.
 - Encourage historical learning of the Alaska Highway

Administrative:

1. Responsible for all office administrative tasks and services including:
 - Establishment of office systems to ensure efficient, confidential handling/flow of
 - Communication including e-mail, mail, and telephone calls;
 - Maintenance of office supplies and office equipment;
 - Database and communication systems management;
 - Website maintenance;
 - Administer financial controls and procedures, as necessary
2. Respond to all bulk consumer/trade fulfillment or information requests generated through website, toll-free number, e-mail, or walk-in.
3. Maintain detailed statistics on information requests and fulfillment.
4. Prepare/deliver written and verbal communications as necessary.

Industry Development:

1. Assist with the development of information/resources necessary and undertake activities to effectively promote the community or the industry.
2. Assist with the implementation of Alaska Highway House Marketing and Development Plan

Additional:

1. Perform other related duties as required by the Tourism Development Coordinator/Executive Director.
2. Prepare/deliver written and verbal communications as necessary.

QUALIFICATIONS**Knowledge Requirements:**

- An understanding of the tourism industry.
- A thorough knowledge of office procedures, and administrative support functions;
- Working knowledge of all administrative systems and equipment utilized by the organization;
- Familiarity with Dawson Creek and surrounding area (this can be learned).

WORK ENVIRONMENT

The position is within a busy and dynamic non-profit organization located in Dawson Creek. The organization undertakes activities to promote and coordinate visitor activity within Dawson Creek through the design and implementation of marketing initiatives and special projects. The organization is accountable in varying degrees to the City of Dawson Creek and the Northern Rockies Alaska Highway Tourism Association Board of Directors.

Our environment requires all staff to maintain a high degree of sensitivity, diplomacy and flexibility in our work. The organization provides an exciting yet busy and often challenging environment, which requires well-organized work habits and the ability to effectively handle numerous assignments simultaneously. Some flexibility of work hours and regional travel is required (evening/weekends).

PROPOSED START DATE: May 3, 2010

CONTRACT END DATE: August 2010, specific date flexible

Please Submit Resumes by March 31 to:

Tourism Dawson Creek
c/o Dustin Bodnaryk
10201-10th Street, V1G 3T5

Or

Email: dustin@tourismdawsoncreek.com