



## CAREER OPPORTUNITY

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<b>Position Title:</b>	Project Coordinator
<b>Reports To:</b>	Humber Bay of Island Tourism Committee
<b>Salary:</b>	\$27/hour
<b>Employee Group:</b>	Contractual, approximately 12 months
<b>Competition Number:</b>	2024-50

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On behalf of the Humber Bay of Island Tourism Committee, the City of Corner Brook is accepting resumes from interested individuals to assume the role of Project Coordinator for the management and implementation of tourism projects and initiatives aimed at promoting and enhancing tourism in the Humber Bay of Island region.

The Project Coordinator will report to the Tourism Supervisor of the city of Corner Brook and is accountable to the Chair of the Humber Bay of Island Tourism Committee. Duties and responsibilities of the Project Coordinator will include, but not be limited to, project management of various tourism projects from initiation to completion, engagement with various stakeholders including local businesses, tourism operators, community organizations, and government agencies to foster collaboration, implementation of marketing strategies to promote the region as a tourist destination, coordinate with various agencies and businesses to create promotional materials, identify funding opportunities and prepare grant applications to support tourism projects and manage the allocation and reporting of funds received for tourism initiatives. This position will also be responsible for various administrative tasks such as maintaining accurate records of activities, expenditures, and communications.

To be successful in this role you must have excellent time management, organizational abilities and communication skills. You must have an ability to work independently as well as part of a team and have knowledge of the tourism landscape and trends in the Corner Brook Lower Humber Bay of Islands region. A bachelor's degree in Tourism Management, Business Administration, Project Management or a related field is required with 3-5 years of experience in project coordination, preferably in the tourism industry.

The successful candidate will have flexibility with their work schedule as weekends and/or evenings will be required.

The City of Corner Brook will provide support throughout the recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates are encouraged to discuss specific needs with the City's Human Resources division, by emailing [hr@cornerbrook.com](mailto:hr@cornerbrook.com)

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

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