



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following full-time position:

Tourism Coordinator

Purpose & Scope of Position:

Reporting to the Manager of Economic Development and Tourism Services, the Tourism Coordinator will assist in the delivery of the various tourism projects and initiatives to support the divisional work plan. It will include assisting in the promotion and development of the municipality's tourism portfolio through tourism attraction activities, product development and promotional opportunities.

Education & Work Experience Requirements:

The position requires a minimum of a two (2) year community college diploma in Tourism, Economic Development, Public Relations and/or other related discipline, or approved equivalent combination of education and experience. A minimum of three (3) years of experience in tourism, economic development or related field, within a municipal environment, is required. The incumbent must be capable of organizing effectively, have excellent communication as well as time management, task prioritization and multitasking skills, including the ability to work well under pressure and meet tight timelines. The ideal candidate will have strong and effective analytical, strategic, critical thinking and problem solving abilities and an aptitude for creative writing.

Remuneration: 2022 Union Salary Band 8: \$32.90 - \$34.25 (Under Review)

How to Apply:

Qualified applicants are invited to apply [online](#) with their resume by **11:59 pm on May 19, 2023**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841(1106) or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.