

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting **Full Time Non-Unionized** opportunity in the **Economic & Cultural Development Department** for an experienced and motivated individual*

**Tourism Development Officer  
(JOB # J0220-0145)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for the management and delivery of programs and initiatives to attract and sustain tourism and business in the City of Vaughan in support of the strategic vision. Responsible for supporting the Executive Director of the Tourism Vaughan Corporation (TVC), a municipal service corporation of the City of Vaughan, in the day-to-day operations of the TVC, its Destination Marketing Strategy, implementation, monitoring and reporting. Participates in economic and cultural development strategies, operations and programs; and, in co-operation with other Economic Development staff, assists and encourages the establishment, retention and expansion of new and existing businesses in tourism, including attracting new business travel opportunities and promotion and awareness of Vaughan's tourism businesses including conference and event facilities, and accommodation providers. Expected outcomes include economic impact growth for the tourism industry in Vaughan. This position will champion and support the Economic Prosperity, Investment + Social Capital mandate.

*Qualifications and experience:*

- University degree or certificate in travel and tourism, tourism management, business, marketing, communications, economic development, or suitable equivalent, preferably with emphasis in tourism development and promotion.
- Minimum five (5) years related experience implementing programs/initiatives in tourism and hospitality sector or suitable equivalent is essential. Experience in professional sales or business development is an asset.
- Demonstrated experience creating programs and processes to achieve positive results.
- Demonstrated strong communication, collaboration, creative and critical thinking skills.
- Self-starter, with an ability to work independently together with extensive experience working as a member of interdisciplinary teams and staff to achieve successful results.
- Working knowledge of consulting and technical principles and practices applicable to the tourism industry and economic development.
- Demonstrated ability to develop and foster internal and external relationships and work in partnership with City, tourism businesses, stakeholders, organizations and government agencies.
- Experience in project management, public relations and marketing.
- Experience in development, implementation and facilitation of business/community projects, events and focus groups.
- Strong organizational, analytical, written, and oral communication skills with a commitment and focus of customer service excellence.
- Demonstrated ability to work well under pressure, with considerable experience successfully completing projects on time and on budget within precise constraints.
- Demonstrated ability in handling matters of a confidential and/or sensitive nature as it relates to senior business executives, Council, and other staff.
- Knowledge of and demonstrated ability in the City's core and leadership competencies and relevant functional competencies.
- A high degree of proficiency with Microsoft Office (spreadsheet, word processing, PowerPoint) is required.
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.
- Ability to work outside normal business hours, as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Friday February 21, 2020**.

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*