



EVENT TOURISM COORDINATOR
Full-Time
Internal/External Posting No. 2024-52

Department:	Community Services
Internal Posting Date:	July 26, 2024
Internal Closing Date:	July 31, 2024, 2024
External Posting Date:	August 1, 2024
External Closing Date:	August 17, 2024
Hourly Rate:	\$36.36 after probation
Hours of Work:	40 hours per week
Competition No.:	2024-52

As an Event Tourism Coordinator, you will play a pivotal role in attracting, planning, organizing, and executing events and meetings that bring visitors to Dawson Creek. Under the Manager of Tourism, Emergency, and Climate Readiness, you will leverage your creativity to develop engaging opportunities that highlight the region's attractions and foster memorable visitor experiences. You will coordinate logistics and build relationships to support all aspects of the meeting or event to ensure they align with community and cultural interests. With a keen eye for detail and strong project management skills, you will contribute to positioning our community as a premier destination for sporting events and meetings.

Please note during events work outside of regularly scheduled hours may be required.

Requirements:

- A diploma in a relevant subject area such as sport management, tourism, public relations, business administration or other related discipline
- Minimum of two (2) years' experience in a local government role in the areas of event coordination, customer service, tourism, or marketing.
- Valid driver's license.
- Satisfactory Criminal Record Check.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.