

## **Employment Opportunity – Short-term Contract Position Regional Tourism Project Manager**

The Cool Little Town's partnership, made up of the communities of Black Diamond, High River, the MD of Foothills, Nanton, Okotoks and Turner Valley, is seeking an independent, motivated project manager. This is a contract position that starts as soon as April 23, 2014, and ends July 31, 2014. There is a possibility that this contract could be extended. The candidate will be able to work from home and the hours are flexible. Compensation is negotiable.

### ***Job Functions:***

1. Project management;
2. Strategic and marketing plan development;
3. Re-evaluate and work with a designer to maximize the tourism impact of the current Cool Little Towns website;
4. Define tourism opportunities between the partner municipalities using day-trips and other tourism methods;
5. Build strategic alliances;
6. Help with tourism "product" development on the website and in the partner municipalities;
7. Marketing of the website.

### ***Job Requirements:***

#### **Applicant should possess:**

1. Project management skills and experience;
2. Strategic and marketing planning experience;
3. A basic understanding of website development;
4. Tourism skills and experience;
5. Branding knowledge and experience;
6. Very good writing skills.

#### **Other assets beneficial for this position:**

1. Photography and videography;
2. Graphic design;
3. Historical and current knowledge of the region.

**The deadline for applications is April 16, 2014 at 4:00 pm.**

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.

Interested candidates are encouraged to submit their resume by email or fax referencing "Cool Little Town's" to:

**David Petrovich, Economic Development and Events Coordinator,  
Fax 403.933.5865, Email [edc@town.blackdiamond.ab.ca](mailto:edc@town.blackdiamond.ab.ca)**