



County Administration Buildings  
Belleville, Ontario  
**Tourism Development Coordinator**  
Temporary Full-Time (Up to 12 Months) – Non-Union

The County of Hastings is currently accepting applications for a **Temporary Full-Time TOURISM DEVELOPMENT COORDINATOR** for the Planning and Economic Development Department at the County Administration Building in Belleville, Ontario.

The role of the Tourism Development Coordinator is to co-ordinate/assist with the implementation of the Tourism Master Plan together with the tourism industry, including the co-ordination and support for projects that identify and/or enhance underperforming and underdeveloped tourism assets in the County.

**RESPONSIBILITIES:**

1. In collaboration with Department staff, coordinate the County's destination development initiatives and implementation of tourism development plans and strategies; and prepare reports, make recommendations/presentations and conduct committee and other group updates in support of destination development activities.
2. Collect and analyze demographic information to profile the County's target market(s) (ideal guest) in support of destination development and identify where investment is needed to increase visitation and strengthen existing travel and investment opportunities.
3. Work with the tourism industry and member municipalities to identify where resources should be allocated to support core attractors which align with Hastings County's target market, and coordinate the development of distinctive tourism experiences aimed for identified target markets.
4. Liaise and collaborate with the Small Business Centre, Ontario's Highlands Tourism Organization, Community Futures Development Corporations, Chambers of Commerce and other organizations on the development of business training and development opportunities tailored to the local tourism industry.
5. Ensure initiatives and programs are effectively communicated to all stakeholders including the County's Planning and Development Committee.
6. Maintain databases and compile and analyze data, statistics and other relevant research materials that track and benefit tourism development strategies.
7. Help prepare Requests for Proposals, obtain quotes, and negotiate with vendors to obtain appropriate value for Hastings County's marketing dollars.
8. Provide advice to the Economic and Tourism Development Manager on destination development and other investment opportunities.
9. Serve as a County representative at related events and engagements as required.
10. Perform a variety of administrative tasks related to economic and tourism development activities, including, but not limited to, the development of budgets, reports, invoices; and maintain files of relevant resource materials, client records, tourism development related financial transactions and other confidential information.
11. Field inquiries from the general public related to tourism development activities.
12. Maintain good/positive relations with tourism industry stakeholders both private and public, tourism associations and/or related sectoral organizations and appropriate affiliated provincial and federal government contacts.
13. Assist and provide some support to County tourism marketing efforts as required and assigned.
14. Be aware of and follow the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act and County policies.
15. Perform other related duties and special projects as assigned by the Manager of Economic and Tourism Development and/or the Director of Planning and Development.

**QUALIFICATIONS:**

- University Degree or College Diploma in Planning, Economic Development, tourism, public relations or related field.
- Substantial knowledge and experience in developing and implementing economic, tourism and/or community development strategies and projects within a public sector or private sector setting.
- Excellent communication and interpersonal skills with the ability to build and maintain relationships with stakeholders.
- Knowledge and understanding of Hastings' tourism industry and culture as well as familiarity with key industry leaders.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Familiarity with Microsoft Windows applications and social networking sites.
- Ability to work independently and as a team member.
- Valid "G" driver's license and reliable transportation.

**HOURS OF WORK:**

8:30 a.m. to 4:30 p.m. Monday to Friday

**WAGE RANGE:**

\$51,396.00 - \$60,111.00 per annum

Applications containing full details of education, training and experience will be received by the undersigned until **Tuesday October 10, 2017 at 4:00pm**. If applying by email, please use: "TOURISM DEVELOPMENT COORDINATOR – Your Name" as the subject line.

Janet DeMille, CHRL  
Human Resources Advisor  
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Belleville, Ontario K8N 3A9  
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*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.*

*We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.*

*The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*