



**The Economic Development Corporation, Railway City Tourism,
has an opening for the following position:**

TOURISM COORDINATOR
(Temporary – up to 11 months)
Posting #79-11-17

The delivery of tourism and marketing services for the City of St. Thomas is the responsibility of the St. Thomas Economic Development Corporation. Under the general direction of the EDC General Manager, the Tourism Coordinator is responsible for implementing all facets of tourism as well as the coordination of the day to day activities, and programs. Participates in the supervision and direction of seasonal tourism staff, all within approved policies and guidelines. The Tourism Coordinator will provide leadership to support and enhance the contribution that tourism makes to the St. Thomas economy.

EDUCATION QUALIFICATIONS AND EXPERIENCE:

Post-secondary degree or diploma in marketing, tourism or a related field, together with 1-3 years experience in tourism, economic development and/or marketing. Demonstrated experience working in a team environment involving many internal and external stakeholders, tight deadlines and challenging levels of expectations. Must possess exceptional time management, organizational and communication skills (both verbal and written) along with creative writing abilities and basic understanding of graphic design and photography. Must have excellent computer skills relative to web applications, databases and spreadsheets and must be proficient in social media, website management and other internet marketing.

CONDITIONS OF EMPLOYMENT - Required travelling and working outside and beyond the normal hours of work, including occasional mandatory evenings and weekends. Must possess a valid Driver's licence for the Province of Ontario. The use of a personal vehicle for business use is required.

Remuneration Range: \$26.30 - \$32.88 per hour working a 35 hour week.

The above is illustrative and not all inclusive. A detailed job description can be found on the City's website at www.stthomas.ca under Employment.

Interested applicants are invited to apply by submitting a cover letter as well as a detailed resume outlining skills, qualifications and experience, *quoting posting number 79-11-17, in confidence to:

Human Resources Department, City of St. Thomas
P.O. Box #520, 545 Talbot St., St. Thomas, ON N5P 3V7
Fax: 519-633-9090
Email – hr@stthomas.ca

Applications must be received no later than 4:00 p.m., Wednesday November 29, 2017.

***NOTE: Please quote Job Posting No.: 79-11-17. Failure to include the job posting number may invalidate your submission.** Although we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted, is collected under the authority of the Municipal Freedom of Information and Protection Privacy Act, and will be used to determine eligibility of employment.

The City of St. Thomas – Economic Development Corporation is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.